

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, July 7, 2025

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Marshall Cheek

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Bruce Gaynor

Livestream Here:

<https://youtube.com/live/10FNUJLcvs0?feature=share>

- A. Call to Order by Mayor Craig Newton**
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
- B. Invocation - Mayor Newton**
- C. Pledge of Allegiance to the Flag of the United States of America**
- D. Roll Call (recorded)**
- E. Presentation of Previous Meeting Minutes for Acceptance**
[25-7371](#) Approval of Previous Meeting Minutes
[Mayor and Council - Regular Meeting - Jun 2, 2025 6:30 PM](#)
[Policy Work Session - Policy Work Session - Jun 16, 2025 6:30 PM](#)
- F. Set agenda as presented for the scheduled meeting.**
1. **[25-7372](#) Acceptance of the Agenda and Approval of the Consent Agenda**
- G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**
1. **[25-7373](#) Swearing in of Officer William Spratlin**
Oath of office administered to Officer William Spratlin.
[Oath of Office - Officer William Spratlin](#)
- H. Floor Open to Citizens Desiring to Address the Governing Authority**
- a. Comments by Citizens**
- b. Comments by Council**
- c. Comments by City Manager**
- * Public Safety Building (PSB) - Weekday Construction Start Time
 - * Resolution to Join Amicus Brief for Chang V. City of Milton with other GMA member Municipalities
 - * Approval of Settlement Agreement with Brock Homes
- PH. Public Hearings**
- PH1. **[25-7314](#) SUP2025-002 3150 Holcomb Bridge Road**
Consideration of a request for a Special Use Permit for an event center at 3150 Holcomb Bridge Road. At their May 7, 2025, meeting the Planning and Zoning Board recommended denial of SUP2025-002.
[Agenda Report - SUP2025-002 3150 Holcomb Bridge Road](#)
[SUP2025-002 - Staff Report REVISED](#)
[Resolutions for Public Safety Concerns](#)
[SUP Application-2025](#)
[Impact Analysis-2025](#)
[Additional Notes to Council](#)

J. Reports of the Mayor and Councilmembers**a. General Announcements****JULY CALENDAR OF EVENTS****Jazz In The Alley: Karla Harris**

Saturday, July 12 | 7:30 - 9:30 p.m. | Betty Mauldin Park

Movie Monday: IF

Monday, July 14 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Summer Concert Series: C.O.T. Band

Friday, July 18 | 7:30 - 9:30 p.m. | Thrasher Park

Coffee With Council

Saturday, July 19 | 8:00 a.m. | 45 South Cafe

Cookout With Council

Saturday, July 19 | 11:00 a.m. - 2:00 p.m. | Thrasher Park

Policy Work Session

Monday, July 21 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

K. Board Appointments

1. [25-7374](#) **Board Appointment - Discovery Garden Park Board**
One applicant satisfied the requirements to be considered for appointment to the Discovery Garden Park Board, which has two (2) vacancies.
2. [25-7375](#) **Board Appointment - Norcross Public Arts Commission**
One applicant satisfied the requirements to be considered for appointment to the Norcross Public Arts Commission, which has one (1) vacancy.

L. Consent Agenda

1. [25-7355](#) **Amendment to the Pouring Permit Provisions Within the Norcross Code of Ordinances**
Adopt the attached amendment to the City Code of Ordinances to amend provisions related to obtaining pouring permits for employees and managers serving alcohol for on-premises consumption.

[Agenda Report - Amendment to the Pouring Permit Provisions within the Norcross Code of Ordinances](#)

[Proposed Ordinance Amendment](#)

2. [25-7356](#) **Budget Amendment and Appropriation of Grant Funds For PD Equipment**

A recommendation to accept and appropriate grant funds to the adopted FY25 budget totaling \$77,400.

[Agenda Report - Budget Amendment and Appropriation of Grant Funds For PD Equipment.](#)

[Budget Amendment Item 25-7356 \(Police Grants\)](#)

3. [25-7357](#) **Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget**

Approve the budget for future purchases of furniture, fixtures, equipment (FFE) and all remaining permits, potential testing/inspections/impact fees, PR/media, grand opening ceremony, and owner contingency for the new Public Safety Building.

[Agenda Report - Public Safety Building - Furniture, Fixtures & Equipment \(FFE\) Budget](#)

[Public Safety Building FFE Budget](#)

4. [25-7358](#) **Award of Contract for 2025 Road Resurfacing**

Request approval of a contract between the City of Norcross and selected firm at the July regular Mayor & Council meeting.

[Agenda Report - Award of Contract for 2025 Road Resurfacing -7.2.25](#)

[CON Agreement with Blount Construction Company](#)

[ITB PW 25-09 Bid Tabulation](#)

[ITB PW 25-09 Packet](#)

[Norcross 2025 Paving Recommendations](#)

[Approved Budget Amendment - May 5, 2025, Regular Council Meeting](#)

5. [25-7360](#) **Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation**

Approve additional appropriation and budget amendment in the amount of \$1,470,000.00 for City match funding.

[Agenda Report - Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation](#)

[Atlanta Regional Commission \(ARC\) Greenway TIP Budget](#)

[Greenway Cost Tracker](#)

[Budget Amendment Item 25-7360](#)

6. [25-7361](#)**Way-Ahead for Historic Library/Women's Club**

Upon Council discussion, provide guidance to staff on future use and improvements to the Historic Library/Women's Club.

[Agenda Report - Way Ahead Historic Library and Women's Club June 16 2025](#)

[Presentation Discussion M&C PWS 16 June 25 - Women's Club way ahead](#)

[Norcross Woman's Club - FCA Report - 101424](#)

7. [25-7362](#)**Norcross Power Rate Approval**

Approve holding Norcross Power's electricity rates at their current levels.

[Agenda Report - Norcross Power Electric Rate Review Recommendation v3](#)

[City of Norcross Electric Service Tariff](#)

8. [25-7363](#)**Smart Thermostat Rebate**

Authorize a \$100 smart thermostat rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year, and a limit of one rebate per residential account.

[Agenda Report - Smart Thermostat Rebate](#)

9. [25-7364](#)**EV Charger Rebate**

Authorize a \$200 Electric Vehicle (EV) charger rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year, and a limit of one rebate per residential account.

[Agenda Report - EV Charger Rebate](#)

M. Items for Discussion**N. Adjourn in memory of****O. Adjourn to Executive Session for Personnel, Real Estate or Legal****P. Signed by _____ Mayor Craig Newton****Q. Attest: _____ Monique Philip, City Clerk**



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

City of Norcross

Legislation Details (With Details)

File #:	25-7371	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Approval of Previous Meeting Minutes		

Sponsors:

Code Sections:

Title
Approval of Previous Meeting Minutes

Motion
A motion to Approve/Deny the June 2 Regular Council Meeting Minutes and the June 16th Policy Work Session and Executive Session Meeting Minutes.

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, June 2, 2025

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Marshall Cheek

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Bruce Gaynor

Meeting Recording:

<https://www.youtube.com/live/Ru3oDtr-h3Q>

Minutes Acceptance: Minutes of Jun 2, 2025 6:30 PM (Presentation of Previous Meeting Minutes for Acceptance)

- A. Call to Order by Mayor Craig Newton
- B. Invocation - Councilmember Myers
- 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	
Marshall Cheek	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Absent	
Matt Myers	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	

Regular Meeting was called to order at 6:30 PM by Mayor Craig Newton

- E. Presentation of previous meeting minutes for acceptance

25-7340: Approval of Previous Meeting Minutes

Motion

A motion to approve the minutes from the April 21st Policy Work Session (amended), the May 5th Regular Council Meeting and Executive Session, and the May 19th Policy Work Session and Executive Session.

Policy Work Session - Policy Work Session - Apr 21, 2025, 6:30 PM

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Mayor Pro Tem
AYES:	Marshall Cheek, Andrew Hixson, Matt Myers, Bruce Gaynor
ABSENT:	Josh Bare

Mayor and Council - Regular Meeting - May 5, 2025, 6:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Mayor Pro Tem
AYES:	Marshall Cheek, Andrew Hixson, Matt Myers, Bruce Gaynor
ABSENT:	Josh Bare

Policy Work Session - Policy Work Session - May 19, 2025 6:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Marshall Cheek, Mayor Pro Tem
SECONDER:	Andrew Hixson, Councilmember
AYES:	Marshall Cheek, Andrew Hixson, Matt Myers, Bruce Gaynor
ABSENT:	Josh Bare

Minutes Acceptance: Minutes of Jun 2, 2025 6:30 PM (Presentation of Previous Meeting Minutes for Acceptance)

F. Set the agenda as presented for the scheduled meeting.

1.

25-7341: Acceptance of the Agenda and Approval of the Consent Agenda

Motion

A motion to Accept the Agenda and Approve the Consent Agenda with the following items moved to discussion:

25-7319: Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project

25-7320: Public Art Scavenger Hunt - Phase I Sculpture Implementation

25-7322: Sanitary Sewer Pipe Relining - Public Safety Building Site

25-7324: Action Items for the Historic Women's Club

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

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies

25-7342: Proclamation Recognizing CertaPro Painters

RESULT:	PRESENTED BY MAYOR NEWTON
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25-7343: Proclamation Honoring Jim Poteete

RESULT:	PRESENTED BY MAYOR NEWTON
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25-7344: Proclamation Honoring Cindy Flynn

RESULT:	PRESENTED BY MAYOR NEWTON
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25-7345: Proclamation Honoring John Herron

RESULT:	PRESENTED BY MAYOR NEWTON
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25-7346: Proclamation Honoring Sharon Cauthen

RESULT:	PRESENTED BY MAYOR NEWTON
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25-7347: Proclamation Honoring April MacManus

RESULT:	PRESENTED BY MAYOR NEWTON
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Minutes Acceptance: Minutes of Jun 2, 2025 6:30 PM (Presentation of Previous Meeting Minutes for Acceptance)

25-7348: Proclamation Recognizing Municipal Court Clerks Week

RESULT:	PRESENTED BY MAYOR NEWTON
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25-7349: Swearing in of Officer Samantha Reyes

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

Anne Hall (Norcross Gallery and Studios) - Recognized Stephanie Newton for her FIFA 2026 promotional presentation. Reported the Rectory High School Art Contest was a success, with artwork now on display at the Norcross Library. Announced the 2025 Photo Contest, From Bees to Trees, is now accepting entries.

Dr. Arlene Beckles - Voiced concerns about the city's outdated EPS permitting system and the lack of emergency exceptions.

Pastor Bobby (Stillwater Church) - Provided comments related to housing support and efforts to place homeless individuals in stable living situations.

Faye McFarland - Reported complaints about garbage cans left at the street and stressed the importance of keeping bins out of sight.

Mary Dowdy (HNBA) - Requested a meeting with councilmembers and Jim Eyre to discuss historic downtown parking issues.

Jim Eyre - Raised concerns about trash bins at Airbnb properties and recommended registration for better oversight. Voiced DDA's support for the Gateway 85 expansion. Asked about a potential agreement with Gwinnett County on sewer pipe relining. Shared the Historic Women's Club's suggestion to clarify project costs to ensure sufficient funding.

b. Comments by Council**c. Comments by City Manager****PH. Public Hearings****J. Reports of the Mayor and Councilmembers****a. General Announcements****JUNE CALENDAR OF EVENTS****Summer Concert Series: The Soul Cartel Band**

Friday, June 6 | 7:30 - 9:30 p.m. | Thrasher Park

Movie Monday: Cassius X: Becoming Ali

Monday, June 9 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Coffee With Council

Saturday, June 14 | 8:00 a.m. | 45 South Cafe

Bluesberry Beer & Music Festival

Saturday, June 14 | 5:00 - 10:00 p.m. | Betty Mauldin Park

Policy Work SessionMonday, June 16 | 6:30 p.m. | City Hall, 2nd Floor Conference Room**Juneteenth Observance**

Thursday, June 19 | Sanitation & Recycling Will Not Be Affected

Juneteenth Celebration

Thursday, June 19 | 10:00 a.m. | Cultural Arts & Community Center

Summer Concert Series: Rubiks Groove

Friday, June 20 | 7:30 - 9:30 p.m. | Thrasher Park

Movie Monday: Aquaman And The Lost Kingdom

Monday, June 23 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Jazz In The Alley: IAMKHEMESTRY

Saturday, June 28 | 7:30 - 9:30 p.m. | Betty Mauldin Park

K. Board Appointments**1. 25-7350: Board Appointment - Architectural Review Board**

Motion

A motion to approve the appointment of the following applicant and term as presented:

Architectural Review Board

Hugh Cooper 06/01/2028

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

2. 25-7351: Board Appointment - Discovery Garden Park Board

Motion

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

Discovery Garden Park Board

Paul Sumner 06/01/2027 (reappointment)

Kathryn Mallard 06/01/2027 (reappointment)

Christy Hines 06/07/2027 (appointment)

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

3. **25-7352: Board Appointment - Planning and Zoning Board**

Motion

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

Planning and Zoning Board

Walter Bell 06/01/2029 (Reappointment)

Tom Doherty 06/01/2029 (Appointment)

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

4. **25-7353: Board Appointment - Tree Preservation Board**

Motion

A motion to approve the reappointment of the following applicant and term as presented:

Tree Preservation Board

Terry Sutton 06/01/2028

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

L. **Consent Agenda**

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

1. **25-7325: Gateway85 Expansion Resolution**

Motion

A motion to approve a resolution related to the expansion of parcels included in the Gateway85 Community Improvement District (CID), as requested by the CID.

2. **25-7321: Reclassify Part-Time Police Officer Position to Full-Time**

Motion

A motion to approve the reclassification of an existing, budgeted part-time Police Officer position to a full-time position.

3. **25-7323: Abandonment of a Section of Stevens Road**

Motion

A motion to authorize the City's abandonment of public right-of-way pursuant to O.C.G.A. § 32-7-1 et seq., along Stevens Road, as shown in the attached site plan.

M. Items for Discussion**1. 25-7319: Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project**

Motion

A motion to approve the conceptual project plan as presented and authorize legal to secure an IGA with the county.

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

2. 25-7320: Public Art Scavenger Hunt - Phase I Sculpture Implementation

Motion

A motion to approve proceeding with Phase I of the White Squirrels of Norcross Scavenger Hunt, which involves purchasing and installing two bronze sculptures of white squirrels, which will serve as the project's symbolic figures, and an added amendment that a financial arrangement be worked out with NPAC to facilitate community fundraising aimed at offsetting the cost.

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

3. 25-7322: Sanitary Sewer Pipe Relining - Public Safety Building Site

Motion

A motion to approve Southeast Pipe Company as the selected vendor to reline the sanitary sewer line on the parcel designated for construction of the new Public Safety Building, at a cost of \$35,200 to be funded from the Public Safety Building (PSB) Project funds.

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

4. 25-7324: Action Items for the Historic Women's Club

Motion

A motion to approve the list of recommended action items to preserve and protect the Historic Women's Club, located at 65 North Peachtree Street, at a maximum cost of \$39,330.00.

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

N. Adjourn in memory of

- O. Adjourn to Executive Session for Personnel, Real Estate, or Legal**
Councilmember Myers motioned to adjourn the meeting at 7:49 PM, seconded by Councilmember Hixson.

Signed by _____ Mayor Craig Newton

Attest _____ Monique Philip, City Clerk

Minutes Acceptance: Minutes of Jun 2, 2025 6:30 PM (Presentation of Previous Meeting Minutes for Acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, June 16, 2025

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Marshall Cheek

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Bruce Gaynor

Meeting Recording:

<https://youtube.com/live/fquUjoVtTlk?feature=share>

Minutes Acceptance: Minutes of Jun 16, 2025 6:30 PM (Presentation of Previous Meeting Minutes for Acceptance)

A. Roll Call (recorded)

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

Policy Work Session was called to order at 6:30 PM by Mayor Craig Newton

B. Citizen Input

Charlotte Osborne expressed concern over the lack of input from citizen boards on the proposed downtown parking expansion and emphasized the importance of preserving green space. She urged the Council to allow residents and boards to provide feedback on such decisions.

Lynn Ward expressed concerns about the downtown parking expansion, citing access issues to her backyard and questioning the need for more parking. She suggested a shuttle service for events and recommended tabling the proposal for further study.

Andre Toliver thanked the Mayor, Council, and City staff for their attention to the appearance and upkeep of the Cotton Gin property.

Jeff Rooks expressed concern after recently learning about the potential removal of green space related to the downtown parking expansion. He noted that additional parking could be implemented without disrupting the detention pond or existing greenspaces.

Jon Davis noted the extensive grading required for the downtown parking expansion and its potential impact on nearby homeowners. He referenced tree replacement plans and questioned the purpose of two undeveloped lots at the top of the hill.

Paul Sumner urged Council to table the downtown parking expansion proposal to allow for further research and alternatives. He highlighted the importance of the pollinator garden and warned of potential public backlash if it were removed.

Rosalie Webb, noted that Norcross is recognized as one of the top five cities for pollinators and encouraged more research before moving forward with the proposed downtown parking expansion. She expressed a desire to preserve the city's historical character.

Mary Dowdie acknowledged the importance of preserving Norcross's historical charm but emphasized the need to address the city's growing parking issue. She encouraged balancing greenspace preservation with future-focused planning and supported continued progress.

Joe Beach spoke in defense of the trees that would be affected by the proposed parking expansion and expressed concern that their removal could jeopardize Norcross's Tree City designation.

Holly Izo shared that she recently learned about the downtown parking expansion plans and emphasized that Norcross's charm is why she moved here. She feels the parking issue is being overstated, believes there is sufficient parking if people walk more, and urged the Council to table the proposed plans.

Jim Eyre inquired about the status of the Comprehensive Plan and Buford Highway Master Plan following the April PWS meeting. He thanked the Mayor and Council for their work on the budget and recent policy efforts, and expressed hope for increased administrative staff support at DDA meetings. He also raised concerns about the \$5 million cost of the greenway sidewalk and suggested exploring alternative options.

C. Board Updates

*Zoning Board of Appeals - Michael Walsh, Chair

D. General Updates

*Traffic Enforcement - Bill Grogan

E. Council - General Discussion

F. City Manager's Report

G. Board Appointments

* Discovery Garden Park Board

* Norcross Public Arts Commission

H. Items for Discussion

1. 25-7359: Expanded Downtown Parking Concept Revisions

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/21/2025 6:30 PM

TO: Policy Work Session

2. 25-7314: SUP2025-002 3150 Holcomb Bridge Road

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

3. 25-7354: Fiscal Year 2026 Budget

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/21/2025 6:30 PM

TO: Mayor and Council

4. 25-7355: Amendment to the Pouring Permit Provisions Within the Norcross Code of Ordinances

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

5. **25-7356: Budget Amendment and Appropriation of Grant Funds For PD Equipment**

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

6. **25-7357: Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget**

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

7. **25-7358: Award of Contract for 2025 Road Resurfacing**

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

8. **25-7360: Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation**

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

9. **25-7361: Way-Ahead for Historic Library/Women's Club**

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

10. **25-7362: Norcross Power Rate Approval**

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

11. **25-7363: Smart Thermostat Rebate**

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/7/2025 6:30 PM

TO: Mayor and Council

Minutes Acceptance: Minutes of Jun 16, 2025 6:30 PM (Presentation of Previous Meeting Minutes for Acceptance)

12. **25-7364: EV Charger Rebate****RESULT: THIS MATTER WAS REFERRED TO****Next: 7/7/2025 6:30 PM****TO: Mayor and Council**13. **25-7365: City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests****RESULT: THIS MATTER WAS REFERRED TO****Next: 7/21/2025 6:30 PM****TO: Policy Work Session****I. Adjourn to Executive Session for Personnel, Real Estate, or Legal**

Councilmember Bare motioned to adjourn to executive session for personnel and legal matters at 10:50 p.m., seconded by Councilmember Hixson. The vote was unanimous 5-0.

J. Signed by: _____ Mayor Craig Newton**K. Attest: _____ Monique Philip, City Clerk**



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

City of Norcross

Legislation Details (With Details)

File #:	25-7372	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Acceptance of the Agenda and Approval of the Consent Agenda		

Sponsors:

Code Sections:

Title

Acceptance of the Agenda and Approval of the Consent Agenda

Motion

A motion to Accept the Agenda and Approve the Consent Agenda.



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

City of Norcross

Legislation Details (With Details)

File #:	25-7373	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Swearing in of Officer William Spratlin		

Sponsors:

Code Sections:

Attachments:

1. [Oath of Office - Officer William Spratlin](#)

Title

Swearing in of Officer William Spratlin

Sworn-In By

Mayor Craig Newton

Norcross Police Department Oath of Office

I, William Spratlin, for so long as I am employed with the City of Norcross Police Department, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of America and the Constitution of the State of Georgia, and I will faithfully perform and discharge the duties of my position, conscientiously and without malice or partiality, to the best of my ability;

I further swear (or affirm) to obey, to adhere to, to uphold and to enforce the laws of the United States of America, of the State of Georgia, and of the City of Norcross at all times;

So Help Me God.

Officer's Signature

Administrator's Signature

Title and Name of Administrator

Date

Notary Public

Attachment: Oath of Office - Officer William Spratlin (25-7373 : Swearing in of Officer William Spratlin)



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

City of Norcross

Legislation Details (With Details)

File #:	25-7314	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	SUP2025-002 3150 Holcomb Bridge Road		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - SUP2025-002 3150 Holcomb Bridge Road](#)
2. [SUP2025-002 - Staff Report REVISED](#)
3. [Resolutions for Public Safety Concerns](#)
4. [SUP Application-2025](#)
5. [Impact Analysis-2025](#)
6. [Additional Notes to Council](#)

Title
SUP2025-002 3150 Holcomb Bridge Road

Drafter
Deborah Rogoff-Ezra

Motion
A motion to Approve/Deny the request for Special Use Permit SUP2025-002 to allow the operation of an event center at 3150 Holcomb Bridge Road, Suite 102.



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

AGENDA REPORT

To: Mayor and Council

From: Deborah Rogoff-Ezra, Community Development and Planning Director

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7314

Title: SUP2025-002 3150 Holcomb Bridge Road

CC: Eric Johnson, City Manager

Recommendation

Consideration of a request for a Special Use Permit for an event center at 3150 Holcomb Bridge Road.

Background

The applicant requests to receive a special use permit to operate an event facility on the first floor of an existing office building at 3150 Holcomb Bridge Road in suite 102.

At their May 7, 2025 meeting the Planning and Zoning Board recommended denial of SUP2025-002.

Financial Impact:

N/A

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

SUP2025-002_StaffReport REVISED

SUP Application-2025

Impact Analysis-2025

Additional Notes to Council



Meeting Date: 06/16/2025 at 6:30 PM

Petition Number: SUP2025-002

Project Type:

Commercial/Event Hall

Property Location:

3150 Holcomb Bridge Road

Tax Parcel ID:

6274 058

Petitioner:

Robert Baffour

Petitioner's Request:

Special Use Permit for an Event Hall in the C-2 zoning district

Recommendation:

See final page for details of recommendation

Summary

The applicant requests to receive a special use permit to operate an event hall on the first floor of the existing building at 3150 Holcomb Bridge Road.

Timeline

Under the UDO Section 104-3.B special use permit applications require the first review to be by the Planning and Zoning Board, followed by Mayor and Council's policy meeting and the Mayor and Council's regular meeting for final action. Below is the proposed schedule of dates.

Board	Meeting Type	Meeting	Meeting Time	Room
P&Z	Hearing	Wednesday, May 7, 2025	6:30 PM	Conference Room 2 nd Floor
M&C	Meeting	Monday, May 19, 2025	6:30 PM	Conference Room 2 nd Floor
M&C	Meeting	Monday, June 16, 2025	6:30 PM	Conference Room 2 nd Floor
M&C	Hearing	Monday, July 7, 2025	6:30 PM	Council Chambers

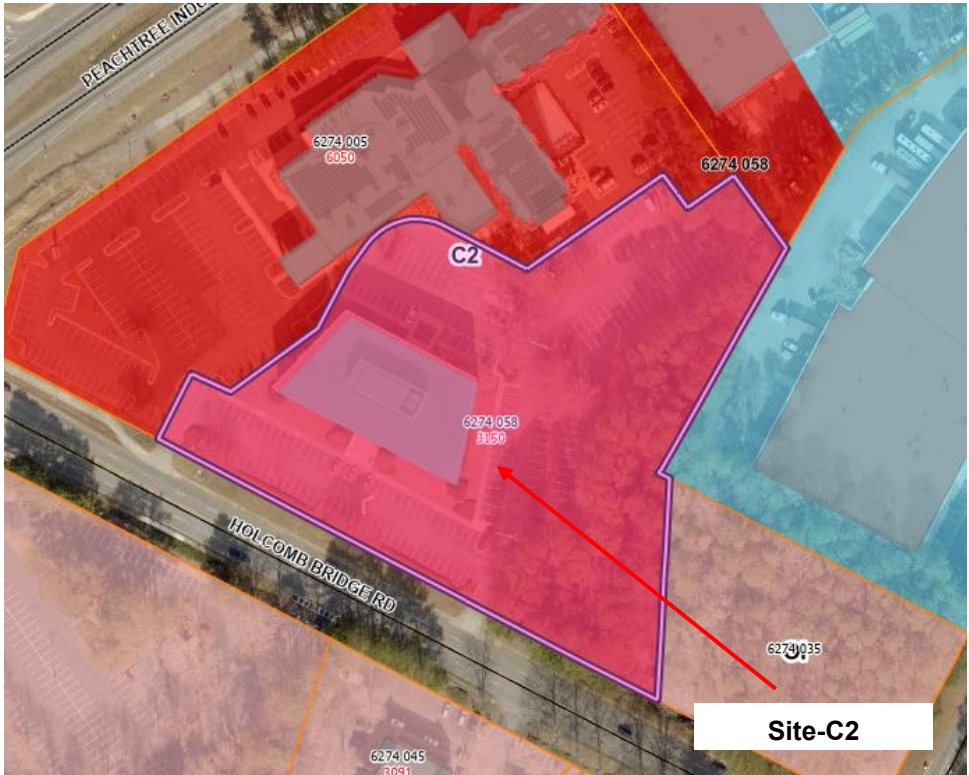
Attachment: SUP2025-002 - Staff Report REVISED (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Aerial View



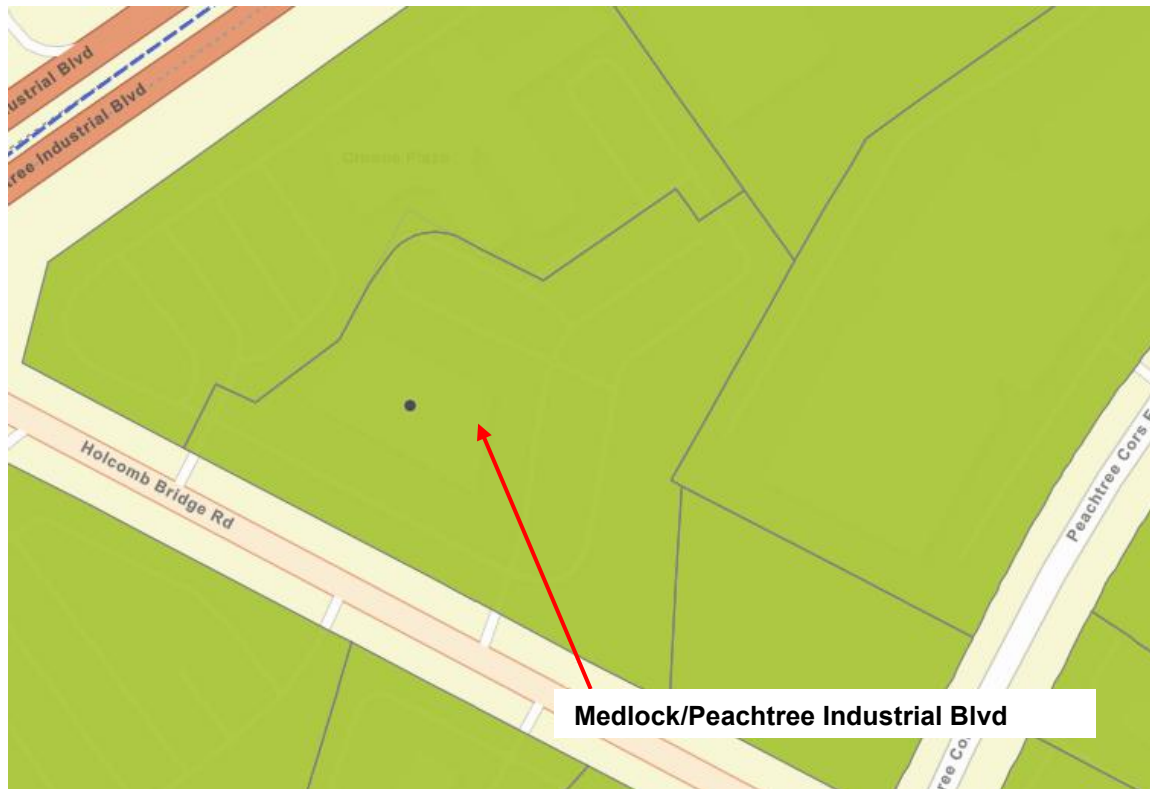
Zoning Map

Site



Site-C2

Future Development Map



PROPERTY INFORMATION	
Property Location	3150 Holcomb Bridge Road
Acreage:	4.04 acres
Existing Zoning / Land Use	C-2 / General Business
Proposed Zoning / Land Use	C-2 General Business with a Special Use Permit for an Event Hall
Character Area	2-Medlock/Peachtree Industrial Blvd
Existing Lot Dimensions:	Frontage: Approximately 583.7' on Holcomb Bridge Road Depth: Approximately 530'
Existing Building Dimensions:	Low Rise Office/Commercial Buildings totaling approximately 18,904.37 SF of gross floor area (gfa)
Topography:	High Point: Northwest corner Low Point: Southeast corner
Elevation:	High Point: 978 feet Low Point: 940 feet
Encumbrances:	N/A

EXISTING ZONING AND LAND USE OF PROPERTIES WITHIN 500 FEET			
Location relative to subject property	Zoning/Land use	Address(es)	Land Area (acres) (approximate)
North	C2 General Business	6050 And 6000 Peachtree Industrial Blvd	4.28 and 4.71 acres
East	M1 Light Industry and OI Office Institutional	5965 Peachtree Corners E and Parcel 6274 035	5.72 and 1.45 acres
South	OI Office Institutional	3169, 3091, and 3081 Holcomb Bridge Rd	11.5 acres total
West	C2 General Business	6050 Peachtree Industrial Blvd	4.28 acres

Applicant's Request

The applicant, Robert Baffour, seeks to utilize Suite 102 within an existing office building located at 3150 Holcomb Bridge Road for a 4350 square-foot event hall and associated offices on a 4.04-acre lot. According to the summary of intent, the space will be used for events such as corporate meetings and dinners, wedding receptions, parties and celebrations, town hall meetings, business meetings, fundraising venues for charity events, and similar activities. The suite itself does not have its own bathrooms, but bathrooms are provided on the first floor of the building. The applicant has not provided details on the number of stalls provided. The floor plan does not show the proposed offices.

The subject parcel has 226 parking spaces and although there are some other businesses on the subject parcel, the hours for the proposed event hall will likely be after the other businesses are closed for the day, creating a shared parking system that could be sufficient for an event hall. Per Article 3, code section 203-9, places of public assembly require one (1) parking space per 150 square feet of gross floor area, resulting in a total of 29 parking spaces. However, the parking ratio allocated to places of general assembly generally is applicable to uses such as a place of worship, theaters, and similar uses where the patrons often travel in family units, thus resulting in a lower parking space ratio. An event center may draw a different clientele, many of whom may travel to the event as a single occupant in a vehicle, or in pairs rather than larger groups. Therefore, there is potential that the parking demand may be higher than that using the standard ratio. Assuming a typical event attendance of up to 100 persons, the number of parking spaces required for attendees and staff may be greater than 29. Regardless, the site does provide adequate parking spaces to accommodate more than 29 vehicles.

The applicant's Impact Analysis letter included with their application states that the events will be held mostly in the evenings and on weekends, but the space will also be available for rent Monday through Friday. The applicant states that events may not end until 2am. Although final occupancy loads will be determined by the Gwinnett County Fire Marshal, the applicant does not specify how many people may attend the events.

According to the applicant, 80 percent of the events held at the subject property will not serve alcohol. The event facility will operate with its own alcohol license, which will only be used for events that opt to serve alcohol. Event facility renters are expected to provide their own caterers,

and all caterers are vetted to make sure they have the required licenses to operate. To mitigate any safety concerns, the applicant intends to hire an officer for events. Review and input from the public safety department may indicate the need for two security personnel.

The applicant's previous request for a special use permit for an event facility at 3150 Holcomb Bridge Road Suite 102 (SUP2024-002) was denied by Mayor and Council at their October 7th, 2024 meeting. Minutes of the meeting do not provide the rationale for the denial.

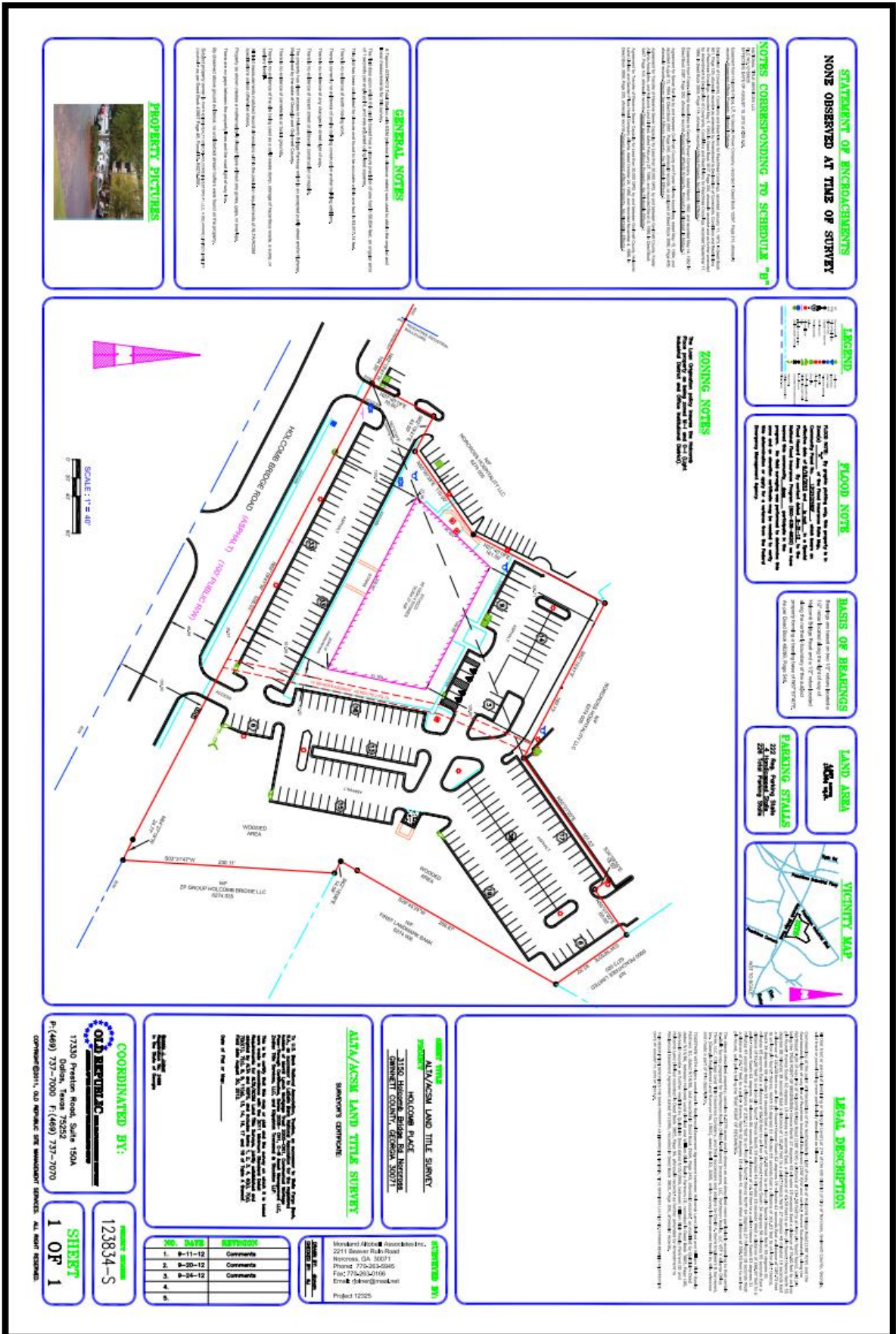
The Planning and Zoning Board met to reconsider the proposed Special Use Permit on May 7, 2025. The recommendation forwarded to the Mayor and Council is to deny the application. Although the proposed event center is supported, the venue was not considered appropriate.

Existing Conditions

The subject property is zoned C-2 (General Business) and it is currently developed as four-story office building with 226 parking spaces on 4.04 acres. Most businesses in the building are open Monday – Friday with hours that range from 8-9am to 5-7pm. The first floor (where suite 102 is located) consists of office uses, training rooms, a café, and common area restrooms. Surrounding uses include a hotel, an undeveloped office-institutional parcel, and industrial related uses.

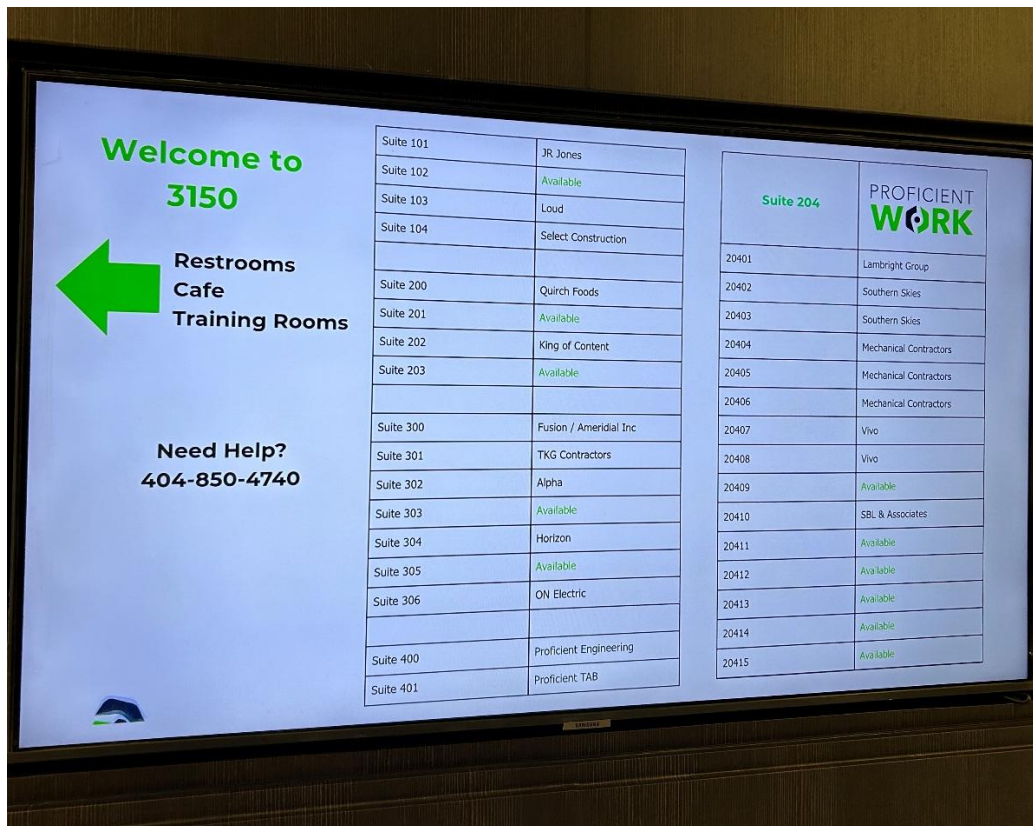
Project Description

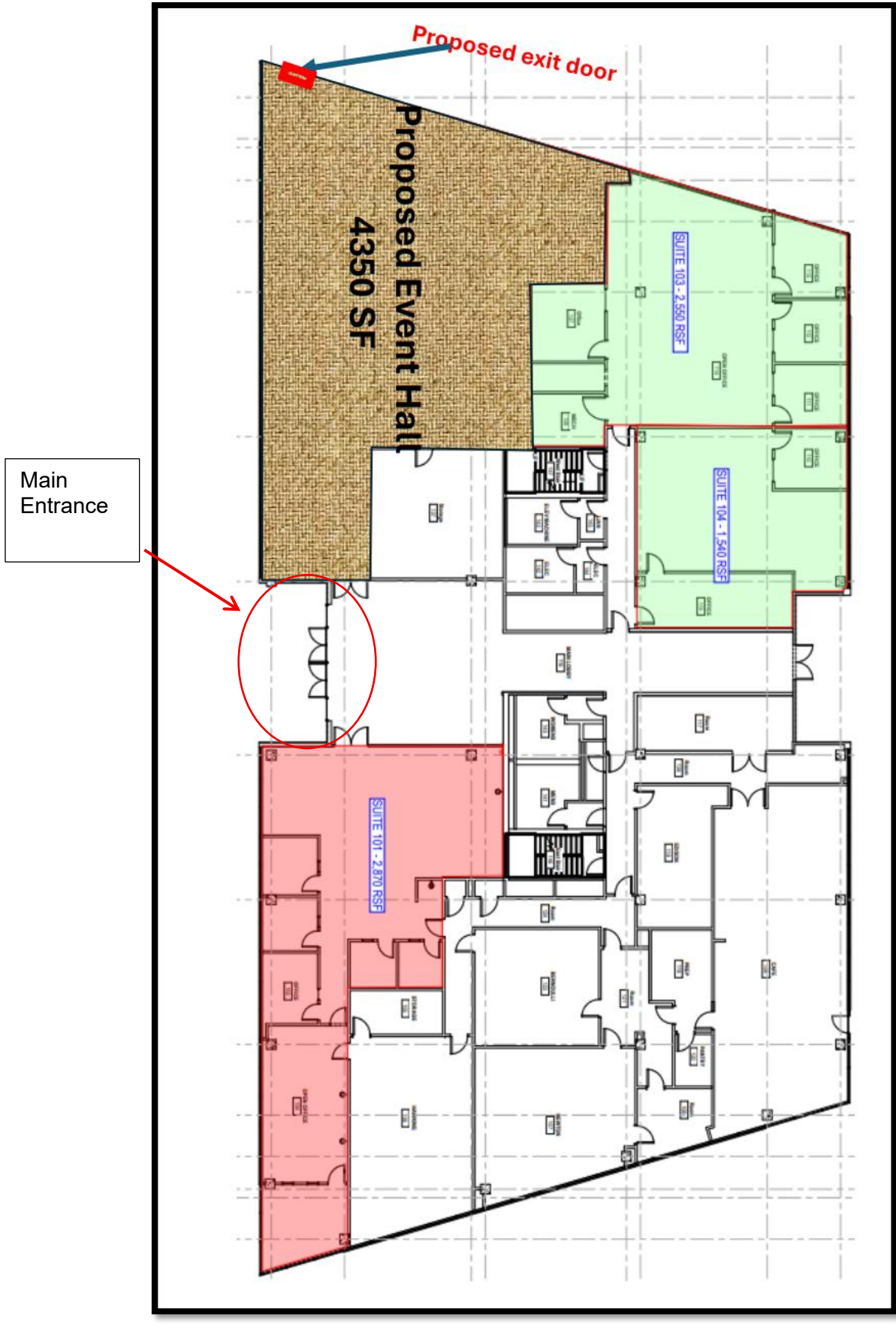
The applicant seeks a special use permit for an event facility in the C-2 general business zoning district. A site plan of the subject parcel, along with a street view of the subject building, entrances of the building, access points, a list of current tenants and the proposed floor plan are depicted below for reference.

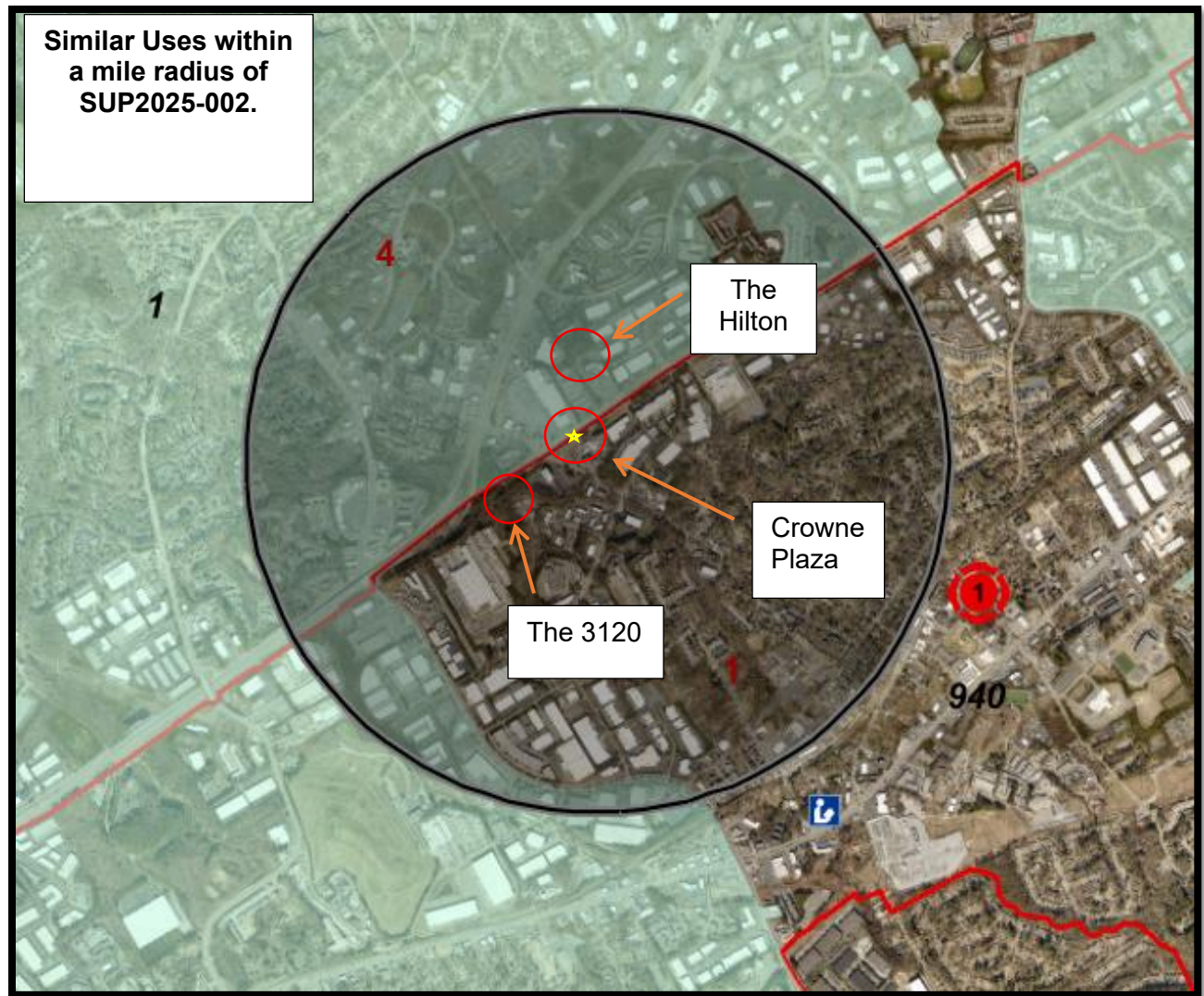




Attachment: SUP2025-002 - Staff Report REVISED (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)







Per the supplemental use standards in the UDO Article 2, code section 202-2 (j)(7) the applicant must identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area. Located adjacent to the proposed facility is The Crowne Plaza Hotel (6050 Peachtree Industrial Blvd), which has 14,000 square feet of total event space and seven (7) event rooms, although events are not the primary use for the hotel. The Hilton (5993 Peachtree Industrial Blvd) has 16,239 square feet of total event space and ten meeting rooms, although events are not the primary use for the hotel. The 3120 at 3120 Crossing Park NW is also an event center within the radius. This suggests that there is a significant concentration of facilities providing event space within a mile radius. From the graphic, the facilities appear to be clustered in the vicinity of the intersection of Holcomb Bridge Rd. and Peachtree Industrial Boulevard.

ZONING ANALYSIS

Current Zoning

The subject property is zoned C-2, General Business. Adjacent uses include a Crowne Plaza and an office park to the north and west zoned C-2. Other adjacent uses zoned OI include the Heritage Bank, The Station office park to the south. To the east of the subject parcel is the Peachtree Corners East office park, zoned M1.

Zoning Request

The C2 general business district is established to provide adequate space in appropriate locations along major streets, thoroughfares and at intersections for various types of business and service uses. These uses should include the retailing of major goods and services, general office facilities and public functions that would serve a community area of several neighborhoods. Development of uses in the district characteristically occupies a larger area than in the C1, neighborhood business district because it is intended to serve a greater population and to offer a wider range of goods and services. Orientation and expansion of this district should occur as an increase in depth at major intersections rather than as a strip-like extension along the street or thoroughfare.

Per code section Article 1, Division 4, Section 201-18 (e)(5)(a), an event hall use is considered a special permit use. The proposed office use is permitted by right. The supplemental use standards for an event hall use are listed below:

(j) *Event hall.*

- (1) Activities at an event hall shall be limited to community or private events celebrating a particular event, anniversary or holiday, such as birthday parties, quinceañeras, weddings, showers, holiday parties, etc.
- (2) No event hall shall be located in a building of less than 2,500 square feet.
- (3) All events at an event hall must be community or private (invitation only) events. No events should be open to the general public except where a part of a community-based event.
- (4) All activities must be subject to a written lease and/or service agreement with the individual or group utilizing the venue.
- (5) The maximum number of guests shall be subject to fire-code limitations or by conditions imposed by council. During inclement weather, there shall be sufficient space to safely shelter guests. Adequate, permanent restroom facilities must be provided, which shall meet the minimum requirements of the unified development ordinance and other applicable city and state regulations.
- (6) Adequate off-street parking must be provided on-site.
- (7) In addition to those standards to be addressed in the applicant's request for a special use permit as provided in article VI of the unified development ordinance, an applicant seeking a special use permit to allow an event hall use on a property must address how additional noise, traffic, and irregular hours of operations (if any) may impact the uses surrounding the property. Further, the applicant must identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area.

2045 Comprehensive Plan Analysis

The 2045 Comprehensive Plan, the "Comp Plan", is a document that reflects the wishes of the community as acknowledged and adopted by the Mayor and Council. The Comp Plan contains four sections to determine the appropriateness of a zoning action. Those sections are: 1) Table 2.1 a matrix that depicts land uses by character area, 2) specific visions for each of the twelve-character areas, 3) the overarching policy goals for the city, and 4) Land Use Definitions. The subject parcel falls within Character Area 2, Medlock/Peachtree Industrial Blvd.

A. Land Uses by Character Area

Taken from the matrix, the following uses are either specifically detailed in the character area description or considered appropriate according to the matrix:

Character Area 2, Medlock/Peachtree Industrial Blvd.
Medium Density Residential
Skilled Nursing Facilities (no rehab)
Neighborhood level commercial, studio or office (<u><5000 sf</u>)
Community level commercial or office (< 50,000 sf)
Regional level commercial or office (>50,000 sf)
Entertainment related commercial
Mixed-use (vertical)
Light industrial and warehousing
Places of assembly
Transportation, Communication, Utilities
Parks and Recreation

B. Policy Goals

Under the policy goals the proposed special use permit meets the following criteria:

- *Policy 1-2: Redevelop and enhance existing commercial and industrial areas.*
- *Policy 2-5: Provide pleasant, accessible public gathering places.*
- *Policy 4-9: Support local entrepreneurs in building future ready businesses.*
- *Policy 6-15: Continue to support local arts and cultural events through the provision of facilities, logistics, and marketing efforts.*

C. Character Area Vision

The Medlock/Peachtree Industrial Blvd. Character Area contains several points that support the vision of area of which the following applies:

- *Encourage location of small businesses and incubators, light industry and offices*

D. Land Use Definition

Places of assembly – meeting place at which the public or membership groups are assembled regularly, including but not limited to schools, places of worship, theatres, auditoriums, funeral homes and stadiums.

Event hall means a commercial business at which 50 percent of its business involves the leasing or providing of space for events, celebrations, ceremonies, etc., to celebrate a particular event, anniversary, or holiday (i.e. birthday parties, weddings, etc.) that:

- (1) Provides a gathering space for rental purposes.
- (2) Charges a rental fee pursuant to a written agreement for the use of the event hall for

events.

(3) Does not allow sexually related adult entertainment to be performed in the event hall.

Standards Governing the Exercise of Zoning Power

According to Section 103-11, the criteria by which a special use permit action can be approved or denied are as follows:

1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties?

Staff is of the opinion that the request for a special use permit for a proposed event hall may not be consistent with or suitable in view of the use and development of adjacent and nearby properties. Within a mile radius there is a disproportional proliferation of similar uses in the surrounding area, which includes two hotels with ancillary event rooms (Crowne Plaza at 3150 Holcomb Bridge Road and the Hilton at 5993 Peachtree Industrial Boulevard), and one (1) event facility called The 3120, located at 3120 Crossing Park Northwest. The Crowne Plaza shares ingress and egress with 3150 Holcomb Bridge Road, which is where the proposed event facility will be located. Staff is concerned with two (2) similar uses being so closely located to one another.

2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property?

The proposed project for an event center may have adverse effects on existing uses or usability of nearby properties. Since the Crowne Plaza Hotel and the subject property share ingress and egress from Peachtree Industrial Boulevard and Holcomb Bridge Road, there may be a traffic problem if events happen simultaneously. According to the ownership team of the Crowne Plaza, the conference/event space is only rented about 30 percent of the time, but usage may increase in the future. Staff was able to confirm that there is no shared parking agreement between the Crowne Plaza and the Proficient property. Since there is interparcel ingress and egress between both properties, patrons of both the Crowne Plaza and the Proficient building may inadvertently park in either lot since there can be a challenge delineating the difference between the two properties.

All matters pertaining to the interior layout of the building can be worked out between the applicant and property owner. If approved, the applicant would need to comply with Fire Marshal requirements and the applicable building code regulations.

3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned?

The subject property has reasonable economic use as currently zoned, and some suites are occupied, however several of the suites in the building are vacant. The property owner could rent the available space to tenants similar to those who already occupy other spaces on site.

4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?

Staff does not foresee any excessive or burdensome use of existing streets, transportation, utilities, and schools.

5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan?

The subject site is located within the Medlock/Peachtree Industrial Blvd. Character Area, which suggests a vision for the area of a *mix of professional and institutional uses*. Both the vision and land use policies support small business locating in the character area and in particular community facilities enhancing this area, therefore, the application meets the intent of the Comprehensive Plan.

6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?

There are no known existing or changing conditions affecting the use of the property.

7) Whether the policies and objectives of the comprehensive plan, particularly in relationship to the proposed site and surrounding area align and support the proposal.

The policies and objectives of the comprehensive plan, in relationship to the proposed site and surrounding area, aligns and supports the applicant's request. The site is located more than 1000' from any other known event facility in the area and surrounding uses are primarily those that close in the early evening. The Crowne Plaza Hotel directly adjacent to the subject parcel does have the facilities to hold events, although that is not the property's primary use. The Comprehensive Plan outlines the vision for this area as one that includes a mix of professional uses specifically calling out community facilities as an appropriate land use. This application supports that vision.

8) Whether the proposal has the potential for adverse impacts on the surrounding area, regarding, but not limited to traffic, storm drainage, land values and compatibility of land use activities.

The proposed use has two existing commercial grade driveways that serve the subject site to facilitate the traffic into and out of the site, and storm drainage is already addressed as the site is already developed. Two additional driveways off of Peachtree Industrial Blvd can be used to access the subject parcel if needed. The applicant does not provide specific operating hours in the impact analysis letter but would be subject to the Norcross Noise Ordinance. Since the Crowne Plaza Hotel and the subject property share ingress and egress from Peachtree Industrial Boulevard and Holcomb Bridge Road, there may be a traffic problem if events happen simultaneously.

9) In the case of antennae and towers, the proposal will need to meet the standards listed in subsection 202)z)(5), special use permits.

This criterion does not apply to this request and is therefore not applicable.

Conclusion

The submitted application meets the comprehensive plan expectations as noted by the previously mentioned appropriate land uses, policy goals, and vision in Section C; the proposed development appears to meet the presented policy goals in Section B and it meets the public assembly definition in Section D. However, staff does maintain some concerns regarding the concentration of event hall space in the vicinity of the proposed project as well as interparcel connectivity and shared parking with the adjacent hotel property.

Recommendation

Should Mayor and Council decide to grant approval, Staff recommends the following conditions:

1. The SUP is limited to this applicant (Robert Baffour) and applicant only;
2. Limited to Suite 102 only;
3. Hours of operation for the event facility to be Monday through Thursday 8:00 AM to 6:00 PM, Friday through Sunday 8:00 AM to 1:00 AM.;
4. Wayfinding/Directional signage to be utilized for proposed events in Suite 102 only;
5. Temporary sign permit requirements for wayfinding/directional signage to be waived;
6. Applicant shall provide parking attendant services for traffic and parking control;
7. Subject to Fire Marshal review, comments, recommendations; occupant load determination, and certification at the Business License issuance phase; and
8. Subject to Building Inspections review, comments, and recommendations.

The applicant is reminded that a special use permit can be considered for revocation, after public notice and a public hearing by the Mayor and Council, should it be determined that there are violations of any Norcross Ordinances with respect to the operations of the business.

Resolving potential safety issues raised by Chief Grogan

At the Council's policy work session on May 19, 2025, the Council tabled discussions on SUP-2025-002: Event Hall at 3150 Holcomb Bridge Road to enable the applicant to provide additional information on concerns raised by staff and council members. The applicant reviewed the staff report, met with the chief of police, and met with the landlord. Below are the responses to the concerns raised for the council perusal.

1. **Concern: This is a special safety concern from the police chief.** The chief's major safety concern is the proximity to the Crowne Plaza's event facility to our proposed event location and 'cross-contamination' of parking/event guests when events are ongoing simultaneously.

The applicants (Dr. and Mrs. Baffour) met with the chief of police (Chief Bill Grogan) on Monday June 9th in the chief's office. The Chief explained in detail the potential issue and cited several examples to explain the situation. The main issue is potential cross parking contamination resulting from event attendees parking at the wrong parking lots. For instance, attendees coming to an event at the Proficient building may park at the Crown Plaza parking lot and vice versa. After a long discussion, the **chief and us** arrived at a realistic and practical solution to remove or reduce the potential conflict. Below are the set of proposed solutions:

1. **Issue of Crown Plaza Hotel customers parking at the Proficient parking lot and vice versa.** Our discussion assumed that customers from the Crown Plaza can park at the proficient parking lot. Discussion with the landlord indicated that guests from the Crown Plaza hotel **ARE NOT** allowed to park at the Proficient parking lot and there are tow away signs on the lot to that effect. The landlord also intimated that they have not had any issue with Crown Plaza hotel guest parking on their parking facility. We met with the Director of sales (Erin) at the Crown Plaza Hotel to discuss this and potential partnership relations. Erin said they have enough parking to accommodate their large events. As far as she is concerned, their guests do not park at the Proficient Building. She gave us a tour of their parking lots, and it was clear that the walking distance alone will discourage people from parking at the Proficient lot since the back of the hotel adjacent to the Proficient lot has adequate parking. The parking at the back also leads straight to all their event halls with a direct entrance door. We still agreed to coordinate, especially during simultaneous events for smooth parking. We still believe that, without control measures, people will still park at the wrong

lots and hence the need to provide parking support during events to avoid any potential conflicts due to wrong parking issues. Below are the joint proposed solutions:



Proposed solutions:

- a. We will coordinate with the Crown Plaza Hotel during such periods that we simultaneously run events. As Chief Grogan pointed out during our discussion, the major conflict point will be the entry way label EE1 (see Figure 1). Our tour with Erin supported the Chief's recommendation. EE1 is both an egress and ingress to both properties. All our events will have both signage A (SA) and Signage B (SB) in position. These signs will be movable but permanent signs that will be stored at the event hall.



Signage A



Signage B

For simultaneous events, we will provide both signs and attendants to help direct traffic. Figure 2 shows the lot relations and the proposed position of the signs. Attendants/security personnel will direct attendees to designated parking spaces. Crown Plaza Hotel guests would be directed to park at their dedicated parking areas to avoid being towed.



- b. In addition to (a) above, during simultaneous event hosting with the Crown Plaza Hotel, we will divide our car park into four zones A, B, C, and D (see Figure 2). Zones A, B and C have a total of 140 parking spaces. With an estimated average capacity of about 250, we estimate a need for only 140 parking spaces during events as most attendees will travel in high occupancy vehicles with 2 or more people per car (this is based on experience from events we have attended in our community). This means section D that presents the most plausible conflict zone may not be used at all or worse case with minimal use





SPECIAL USE PERMIT APPLICATION

PROPERTY OWNER'S INFORMATION

Owner's Name: Proficient Properties LLC

Owner's Address: 3150 Holcomb Bridge Road

City: Norcross State: GA Zip Code: 30071

Phone: 404-330-9798 Cell Phone: 404-330-9798 Email: pk@proficientengineering.com

APPLICANT'S CONTACT INFORMATION

Applicant's Name: Robert Baffour

Applicant's Address: 1145 Montclair Way

City: Snellville State: GA Zip Code: 30078

Phone: 4046421252 Cell Phone: 4046421252 Email: rabaffour@gmail.com

PROPERTY LOCATION

Tax Parcel Number(s): R 6274058 Size in Acres: 4.04

Address(es): 3150 Holcomb Bridge Road

Number of existing structures: 1 Number of parking spaces: 240

PROPOSED USE

Current Zoning: C2 Requested Zoning: SUP

Date of Pre-Application Mtg: 3/24/2025

Is the request in conformity with the Current Land Use Plan? ☒ Yes ☐ No

Land Use Plan Designation: Character area 2: Medical/PIB

Proposed Use:

EVENT HALL

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

ITEMS THAT MUST ACCOMPANY APPLICATION

- A. **Owner's Signature or Affidavit** - If the owner and applicant are not the same, the owner must sign the application or complete the attached affidavit.
- B. **Plat/Survey** – Submit one (1) full size, one (1) 11 x 17 and one (1) digital copy of a plat in JPG or PDF format, drawn by an engineer or land surveyor, describing in detail the tract, parcel or lot of land proposed to be rezoned. The plat must include the following information:
 - 1. A current boundary survey and plot plan, dimensioned and to scale, prepared by a registered surveyor, architect or engineer showing the seal of such surveyor, architect, or engineer.
 - 2. This survey shall be a plat of the land in question, or a description by metes and bounds, bearings and distances of the land, or if the boundaries conform to the lot boundaries within a subdivision for which a plat is recorded in the land records of the City of Norcross, then, the lot, block, and subdivision designations with appropriate plat reference.
 - 3. A description of existing land uses on adjacent and surrounding property.
- C. **Concept Plan** – Submit one (1) full size copy, one (1) 11x17 copy and one (1) digital copy in JPG or PDF format of a concept plan, including but not limited to all items listed on the attached checklist for such plan.
- D. **Impact Analysis** –
 - 1. If the zoning change has been initiated by an owner or their representative, the application must be accompanied by a written, documented analysis of the proposed zoning change with regard to each of the standards governing consideration attached to this application.
 - 2. A traffic study, a hydrology study and other studies of the impact of the proposed development prepared by a duly licensed engineer may be required by the Community Development Department, Planning & Zoning Board or the Mayor & City Council as deemed necessary for adequate consideration and a fully-informed decision on the proposed request. The studies shall be prepared under the direction of the City at the applicant's expense. A traffic study will be required for all DCD zonings 5 acres and greater.
- E. **Warranty Deed** – A copy of the recorded warranty deed to the property must accompany each application. The owner on the deed must be the same as the owner listed on the application.
- F. **Proof of Taxes Paid** – Proof that all ad valorem taxes due on the property have been paid must accompany each application.
- G. **Certificate Concerning Campaign Contributions** – The applicant must complete the certificate concerning campaign contributions and submit with each application.
- H. **Fees** – See attached fee schedule. Fees are non-refundable.
- I. **Development of Regional Impact** – If your application meets the Atlanta Regional Commission's (ARC) alternative rules for a Development of Regional Impact, additional review will be required by ARC and the State. More information can be found here, <https://atlantaregional.org/community-development/comprehensive-planning/developments-of-regional-impact/>
- J. **Conditional Rezoning** – An applicant may apply for conditional zoning and so state on the application. The conditional zoning applications may be based on written conditions contained within the relevant section of the application only or it may be based on the narrative AND a site plan.
- K. Any other information required by the Community Development Department or any other City departments which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.



Ownership Affidavit & Designation of Agent

See attached file "owner affidavit"

I. Ownership.

I, _____, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _____

Location address: _____

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: _____

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

☐ Individual

☐ Corporation/Limited Liability
Company (LLC)

☐ Partnership

☐ Government Entity

Provide Names of Officers/Members:

Provide Names of General Partners:

Secretary of State Registration Number: _____

Name/Address of Registered Agent: _____

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: _____

Address: _____

Contact Person: _____ Telephone No.: _____

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

IV. Acknowledgement.• **Individual**

Signature

Print Name: _____
Address: _____
Phone #: _____

• **Government Entity**

Print Government Name

By: _____
Signature

Print Name: _____
Title: _____
Department: _____

• **Corporation/LLC**

Print Corporation/LLC Name

By: _____
Signature

Print Name: _____
Its: _____
Address: _____
Phone #: _____

• **Partnership**

Print Partnership Name

By: _____
Signature

Print Name: _____
Its: _____
Address: _____
Phone #: _____

NOTARY INFORMATION (Please use appropriate block.)STATE OF GEORGIA

COUNTY OF _____

• **Individual**

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• **Government Entity**

Before me, this _____ day of _____, 20____, personally appeared _____ as _____ and on behalf of _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• **Corporation/LLC**

Before me, this _____ day of _____, 20____, personally appeared _____ of _____ a _____ corporation/LLC, on behalf of the corporation/LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• **Partnership**

Before me, this _____ day of _____, 20____, Of _____, personally appeared _____ partner/agent on behalf of _____ a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Signature of Notary

NOTARY STAMP:

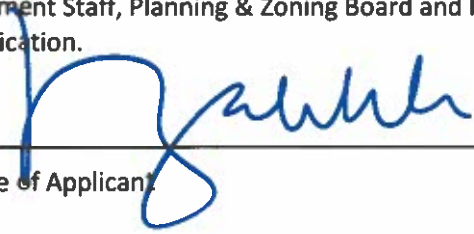
My commission expires: _____

Print Notary Name

Identification Method: _____ Personally known.
_____ Produced I.D. – Type: _____

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

I have read and understand the attached application and zoning procedures. I also hereby authorize the Community Development Staff, Planning & Zoning Board and Mayor & Council to inspect the premises that are the subject of this application.

Signature of Applicant: 

3/31/2025

Date

CITY USE ONLY. DO NOT WRITE BELOW

Date received: _____ Receipt Number: _____ Application Number: _____

Fee Paid: _____

Notes: _____

DEADLINE AND HEARING SCHEDULE

See calendar on the Community Development website for pre-application conference deadlines, application submission deadlines and scheduled meeting dates.

(THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT ALL MEETINGS IS REQUIRED)

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Concept Plan Checklist

1. An application shall be accompanied by a concept plan if any new construction or alteration of the site is proposed.
2. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development.
3. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a Georgia registered land surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. 15-6-67(b).

The concept plan shall show the following:

1. Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.
2. Man-made features within and adjacent to the property, including existing and future right-of way of streets, pavement width and street names; political boundary lines; and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
3. Natural features, such as the 100-year flood plain, and protected wetlands and stream buffers required under the Buffers, Landscaping and Tree Conservation Article of this Ordinance.
4. Proposed use of the property.

The proposed project layout including:

1. For residential subdivisions, and office or industrial parks, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
2. For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, dumpsters, zoning buffers, parking areas, loading stations, zoning buffers, stormwater detention facilities, and driveways, entrances and exits.
3. Name and address of the property owner.
4. Name, address, and telephone number of the applicant (if different than the owner).
5. Date of concept plan drawing, and revision dates, as appropriate.
6. Location (Land District and Land Lot) and size of the property in acres (or in square feet if less than an acre).
7. Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than 1 inch equal to 2,000 feet. US. Geological Survey maps may be used as a reference guide for the location concept.
8. A statement as to the source of domestic water supply.
9. A statement as to the provision for sanitary sewage disposal.
10. The approximate location of proposed storm water detention facilities.
11. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

Criteria and Standards for Considering a Special Use Permit

The Mayor and City Council find that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted use of property and shall govern the exercise of zoning power. Please address these criteria to the best of your ability. You may use a separate sheet if necessary.

- 1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;

See attached document titled "Impact Analysis" in the submittal folder

- 2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;

See attached document titled "Impact Analysis" in the submittal folder

- 3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;

See attached document titled "Impact Analysis" in the submittal folder

- 4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;

See attached document titled "Impact Analysis" in the submittal folder

- 5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan;

See attached document titled "Impact Analysis" in the submittal folder

Revised February 2024

- 6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

See attached document titled "Impact Analysis" in the submittal folder

- 7) Whether the policies and objectives of the Comprehensive Plan, particularly in relationship to the proposed site and surrounding area align and support the proposal;

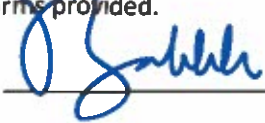
See attached document titled "Impact Analysis" in the submittal folder

- 8) Whether the proposal has the potential for adverse impacts on the surrounding area, regarding but not limited to traffic, storm drainage, land values and compatibility of land use activities.

See attached document titled "Impact Analysis" in the submittal folder

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.



3/31/2025

ROBERT BAFFOUR, founder

SIGNATURE OF APPLICANT

DATE

TYPE OR PRINT NAME AND TITLE

SIGNATURE OF APPLICANT'S
REPRESENTATIVE

DATE

TYPE OR PRINT NAME AND TITLE ATTORNEY OR

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a City of Norcross Mayor/Council Member or a Member of the Planning and Zoning Board

NO

(YES or NO)

Robert Baffour

YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO \$250.00 OR MORE)	DATE CONTRIBUTION WAS MADE (WITHIN THE LAST TWO YEARS)

Attach additional sheets if necessary to disclose or describe all contribution

Impact Analysis

The following pages present explanations and evaluation of the characteristics of the proposed use and their potential impacts on surrounding properties. The document also explains how the proposed use can coexist with its neighboring properties. The special use permit is to allow a single room on the first floor of an **existing** office building to be used as an event hall. The subject room is in an office building located in an area zoned C2 (general business). All surrounding uses are either zoned C2, M1, or OI (Figure 1-9). The space will be used for such events as corporate meetings and dinners, wedding receptions, parties and celebrations, town hall meetings, business meetings, fundraising venues for charity events, etc.

1. Whether a proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby property:

The proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby properties. The proposal involves leasing a suite (suite 102) (Figure 1-2) of about 4350 SF on the first floor of an office building to be used as an event hall with offices. The space will be used as a private event space that will need reservation to use. Such use will be compatible with the surrounding uses in the general business domain as currently zoned. The building is surrounded by businesses zoned C2 (General Business), M1 (Light Industrial) or OI (Office Institutional). To the north, is a hotel and light industrial facilities. To the south, across Holcomb bridge road, are office institutional use structures. To the east are office institutional, light industrial and general business zones. To the west is Peachtree Industrial Boulevard (the border of the city of Norcross and the city of Peachtree Corners) west of which is a large shopping plaza located in the city of Peachtree Corners. The proposed use will not change the existing site conditions. All existing site features will remain intact. Therefore, the proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby properties.

2. Whether a proposed rezoning will adversely affect the existing use or usability of adjacent or nearby property:

The zoning proposal will not adversely affect the existing use or usability of adjacent or nearby properties. One of the critical demands of event halls is adequate parking. The subject property has over 240 parking stalls of which less than 20 percent is used by the current tenants. The closest property is a hotel which also has more than enough parking. Because of their current parking capacities, the two facilities will never have any parking issues even at full capacities. Additionally, most of the event hall business activities will occur at night and on weekends during which the subject facility, adjacent and nearby facilities will be closed for business. Specifically, with a 240-parking stall parking lot, the event hall will have enough parking to support its activities and will not cause any distress to the usability of the

neighboring properties. Additionally, all event activities will be confined to the proposed rezoned space. Such activities would be in harmony with the use and usability of existing properties and would therefore not adversely affect the use or usability of adjacent and nearby properties.

3. Whether the property to be affected by the proposed rezoning has a reasonable economic use as currently zoned:

The property is currently zoned C2 (General business) that can host several business activities including an event hall business with a special use permit. The space which is currently empty has a reasonable economic use once occupied. The proposed use has the potential of increasing the economic use of the space and the building (the property). An event hall has the potential to support surrounding businesses such as nearby hotels, gas stations, and restaurants. The proposed rezoned space therefore has the potential of adding additional economic use to the space, the building and the surrounding businesses.

4. Whether the proposed rezoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools:

Unlike assembly businesses like churches that have fixed entry and exit times for most participants, event attendees tend to have a variable entry and exit times. Such variable arrival and departure times allow for seamless ingress and egress traffic flow to the adjoining roads. With two entrances on Holcomb Bridge Road and two additional entrances on Peachtree Industrial Boulevard to the building (see Figure 1-4), entry and exit to the building during events will not cause any excessive or burdensome use of the existing local transportation network. Since these events are one off activities for most attendees, no impact is anticipated for the neighborhood schools such traffic conflicts and school enrollment. The area is well developed and the subject building is connected to utility infrastructure such as stormwater (Figure 1-5), water (Figure 1-6), and sewer (Figure 1-7). The proposed rezoning will therefore not result in a use which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

5. Whether the proposed rezoning is in conformity with the policy and intent of the land use plan:

The future development map of the city of Norcross' "imagine our future" 2045 comprehensive plan updated in April 2024" indicated "mix of professional and institutional uses" for the subject property. An event hall business is classified under this use with a special use permit. The area is envisioned as a dense activity hub area of mid-scale retail and offices with corporate focused amenities including hotels and training/conference facilities. The proposed special use permit for an event hall is in conformity with the policy and intent of the 2045 Comprehensive Plan, the Future Development and Land Use Map.

6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning:

The subject property was acquired by the new owners in November 2023. Most of the spaces in the building are currently vacant and the landlord is looking for tenants to lease these spaces. Leasing an empty space for business changes the financial and the economic value of the space. With the city of Norcross increasing in population with an expected 41 percent population growth by 2050, it is anticipated that a thriving event hall in the proposed location will have a significant economic value for the city. This special use permit to allow for an event hall therefore supports the expected growth needs of the community which gives supporting grounds for approval of the proposed rezoning. At the time of this application, we are unaware of any existing or changing conditions affecting the use of the property which give supporting grounds for disapproval of the proposed rezoning.

7. Whether the policies and objectives of the Comprehensive Plan, particularly in relationship to the proposed site and surrounding area align and support the proposal:

The 2045 Comprehensive Plan updated April 1, 2024, states that "The cultural diversity of Norcross is one of its biggest strengths. However, the presence of residents from a variety of backgrounds does not necessarily translate into an integrated, united community". The statement goes further to say that "The City can play a key role in promoting a sense of equity in how it invests public money, enforces regulations, and how it communicates to all citizens regardless of which "side" of the city a resident life in". Even though the proposed event hall will be opened to the public, its primary target group are people of African descent, that will come to Norcross with diverse colorful cultures and events. Approval of this proposal would be

a great support of the policy and objectives of the 2045 plan that: encourages location of small businesses and incubators, light industry and offices in this location; promotes the growth of local businesses and attract new ones, particularly within target industry clusters; supports uniting the community across cultural backgrounds and socio-economic status; and provide excellent city services and engagement opportunities for people of all linguistic and cultural backgrounds. There is significant greater public benefit by approving this proposal as it is compatible with the policies and objectives of the “imagine our future” 2045 Comprehensive Plan updated in April 2024.

8. Whether the proposal has the potential for adverse impacts on the surrounding area, regarding but not limited to traffic, storm drainage, land values and compatibility of land use activities:

The proposed use conforms to the current and future land use plans of the city. The use will not change any of the existing facilities and utilities currently on site. The building is connected to all the utility systems: water, sewer and stormwater (Figures: 1-5, 1-6, 1-7) and the use of one of the rooms in the building as an event hall will not affect the existing capacity of these systems. The nearby areas are predominantly developed with a strong roadway network. A hotel, a building restoration company, a gallery for a furniture store, a commercial flooring installation company, a gourmet confections manufacturer, bank offices, and real estate and insurance offices are some of the general business, light industrial and office/institutional uses in the surrounding area. The proposed use is in harmony to the surrounding uses now and in the future as outlined in the current zoning map, land use map and the future development plan of the 2045 comprehensive plan. Therefore, the proposal would not have any potential adverse impact on the surrounding areas including traffic, storm drainage, land values and compatibility of land use activities

Additional conditions for Event Hall Use (Item #7)

i. Address how additional noise, traffic, and irregular hours of operations (if any) may impact the uses surrounding the property.

Noise: The proposed event space located in one section of the first floor is not expected to have any noise impact on the uses surrounding the property. Additionally, most of the event hall business activities will occur at night and on weekends during which the subject facility, adjacent and nearby facilities will be closed for business. Events that will occur during normal work hours will conform to all the standards for C2 business use.

Traffic: With four commercial grade ingress and egress to the subject property and over 240 parking stalls to the facility, the proposed use is not anticipated to have any traffic impact on the uses surrounding the property.

Irregular hours of operations: Most of the event activities would be in the evenings and on weekends and some may end in the early morning hours. Events that will occur during normal work hours will conform to all the standards for C2 business use. As a business district that is closed for business around 5 pm during weekdays and weekends, event activities that may lead into the early morning hours will not impact the uses surrounding the property.

ii. Identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area.

There are only two identifiable facilities that host events within a mile radius from the subject property: the Crown Plaza Hotel adjacent to the subject property and another, the 3120 Event Hall which is about 0.6 miles (driving distance) from the subject property. Judging from the event they host; our target market may not be the same market that these locations target. Our target community is looking for a centralized location to cater to the kind of events we host such as funeral celebrations that showcase various African dresses. This location will provide this needed service that gives convenience and options. Our unique national events will provide for potential collaboration as event attendees may potentially use the hotel for accommodation. The proposed use will therefore not result in a disproportional proliferation of that or similar uses in the surrounding area but rather create the economic synergy of a few overlapping categories all working together to enhance economic opportunity in the area.

Additional Notes to Council

After the vote of 10/7/24 to deny the special use permit at 3150 Holcomb bridge road, my interactions with the council suggest the following concerns:

1. Alcohol usage and Alcohol license
2. Events schedule
3. Event hall proliferation in Norcross

The following provides more explanation to the nature of our business and how these concerns would be addressed:

The Nature of our business. As a community leader, I am responding to my community to address a location concern. The Ghanaian community in the Atlanta metro area need dedicated central meeting place for our cultural events that include association meetings, independence dinner, funeral celebrations (celebration of life of parents whose funerals have generally been celebrated in Ghana). These are family-oriented events that do not involve the youth. The average age at such events is around 50 years and most of them do not drink (**generally a cultural issue**). Other events activities include Wedding receptions, Birthdays, usually 50- and 60-year birthdays, cultural festivals, and community fundraising meetings events. **Sweet 16 is not a thing in our community.**

1. Alcohol Usage and alcohol License. The **Heritage Event Hall** will be used **strictly** as an event hall that conforms to the laws of the city of Norcross, GA. Even though our experience indicates that about 80% of our events will not serve alcohol, we expect some of the events to serve alcohol. Heritage Event Hall does not provide catering services. Hall renters will provide their own caterers, and all caterers will be vetted to make sure they have the required licenses to operate. **Heritage will operate with its own alcohol license from the county.** This license will ONLY be used for events that opt to serve alcohol, and such events will follow all protocols attached to the license. All event space renters will sign a rental agreement to abide all city, county and state codes and requirements.

2. Events schedule.

- a. All night events will close by 2 am.
- b. All weekday events will follow normal business office hours practices.

3. Proliferations of event halls concern: There are two locations in the area that do events close to our site: the adjacent Crown Plaza hotel and 3120 event hall (about 1000 feet straight line map distance, and about 0.6 miles driving distance). Even though the hotel does events, that is not their core business and the clientele they serve are not the same as the clientele we will serve. They serve different financial bracket clients than ours and hence the need. I do not know of any in our community members who have heard of 3120 Event Hall. We go to events frequently but have never been to 3120. Our target clients are heavily religious and the events they organize are unique as well.

Safety Concerns: We do not have any problem getting a **paid officer** on site for events if that will help to alleviate some of the safety and alcohol use concerns.



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

City of Norcross

Legislation Details (With Details)

File #:	25-7374	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Discovery Garden Park Board		

Sponsors:

Code Sections:

Title
 Board Appointment - Discovery Garden Park Board

Motion

A motion to Approve/Deny the appointment of the following applicant and terms as presented:

Discovery Garden Park Board

 June 1, 2027



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

City of Norcross

Legislation Details (With Details)

File #:	25-7375	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Norcross Public Arts Commission		

Sponsors:

Code Sections:

Title

Board Appointment - Norcross Public Arts Commission

Motion

A motion to Approve/Deny the appointment of the following applicant and unexpired term as presented:

Norcross Public Arts Commission

December 1, 2027



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

City of Norcross

Legislation Details (With Details)

File #:	25-7355	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Amendment to the Pouring Permit Provisions Within the Norcross Code of Ordinances		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Amendment to the Pouring Permit Provisions within the Norcross Code of Ordinances](#)
2. [Proposed Ordinance Amendment](#)

Title

Amendment to the Pouring Permit Provisions Within the Norcross Code of Ordinances

Drafter

William J. Diehl

Motion

A motion to Approve/Deny the Adoption of the attached amendment to the City Code of Ordinances to amend provisions related to obtaining pouring permits for employees and managers serving alcohol for on-premises consumption.



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

AGENDA REPORT

To: Mayor and Council

From: William J. Diehl, Thompson, O'Brien, Kappler & Nasuti, PC

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7355

Title: Amendment to the Pouring Permit Provisions within the Norcross Code of Ordinances

CC: Eric Johnson, City Manager

Recommendation

Adopt the attached amendment to the City Code of Ordinances to amend provisions related to obtaining pouring permits for employees and managers serving alcohol for on-premises consumption.

Background

The City, like most local government jurisdictions in the state, regulates and permits employees authorized to sell alcohol in restaurants, venues, and other commercial establishments. This process requires an employee to apply for a pouring permit with the City, undergo a background check, and, if appropriate, obtain and retain an alcohol permit. The City's current ordinance provides that if an employee has been convicted of or pled guilty to any criminal charge, misdemeanor or felony, he or she is disqualified from obtaining a pouring permit.

In speaking with business operators across the City, this broad qualification standard makes hiring and retaining employees difficult. The strict enforcement of the ordinance and the preclusion based on any criminal conviction has varied historically. Many business owners have complained that the application of the ordinance in the current labor market makes hiring employees that are able to serve alcohol incredibly difficult.

The proposed amendment is a combination of ordinance provisions from Gwinnett, DeKalb, and other local jurisdictions. It amends the types of convictions or pleas that would disqualify any applicant from obtaining a pouring permit. The following convictions would disqualify an applicant: i) any felony; ii) the sale of alcoholic beverages to minors; iii) DUIs; iv) domestic violence charges; v) sexual/prostitution related crimes. First Offender charges will be disregarded once the person has completed the term of their first offender probation.

Additionally, the changes amend the process for accepting and issuing the permit—with administrative capacities provided by the Finance Department and the background check and review process handled by the police department. The fee is increased to \$100 from \$25 (the background check itself cost the City \$21). The new process also provides a right to appeal a denial to the City Manager. The appeal can be substantive (ie, challenging that the ordinance was not correctly interpreted) or can be based on circumstances.

Financial Impact

Increases to the fee structure will align the application cost to those actual costs to the City. A meaningful change to the budget is not expected.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
4. Maintains a Vibrant Economy and Continue to Facilitate Job Growth

Attachments

Proposed Ordinance Amendment

ORDINANCE NO.

**AN AMENDMENT TO THE CITY CODE OF ORDINANCES CHAPTER 4, ARTICLE II,
TO STRIKE AND REPLACE SECTION 4-38 OF THE CITY CODE OF ORDINANCES,
TO PROVIDE FOR CERTAIN POURING PERMITS FOR EMPLOYEES AND
MANAGERS WORKING WITHIN THE CITY OF NORCROSS; REPEAL
CONFLICTING LAW AND PROVIDE FOR AN EFFECTIVE DATE.**

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council that the following provisions shall become and be made a part of the Code of the City of Norcross, and the Sections in the Code of Ordinances be numbered accordingly to accomplish that intention.

I. AMENDMENT.

The Chapter 28 of the City Code of Ordinances shall be amended to strike Section 4-38 of the City Code of Ordinances in its entirety and to replace said section with the following provisions:

Section 4-38. Pouring Permits for Employees and Managers of On-Premises Alcohol Consumption Businesses.

(a) **Pouring Permit Required.** No person shall be employed to dispense, sell, serve, take orders, mix alcoholic beverages, or manage others similarly employed by an establishment holding a license under this chapter until such person has been cleared by the chief of police or designee through fingerprinting, a national criminal background check, or other means, indicating that the person is eligible for such employment.

(1) Exemptions. No Pouring Permit shall be required for:

(i) Employees of a licensed establishment whose duties are limited solely to those of busboy(s), cook(s), or dishwasher(s) shall also be excluded from this section and shall not be required to hold such permits.

(ii) Employees of volunteer groups with nonprofit tax exempt status from the Internal Revenue Service whose volunteer efforts financially benefit a nonprofit organization with no direct financial benefit, either by wages, tips or donations, to the individual volunteer. No volunteer under the age of 18 shall be allowed to dispense, sell, serve, take orders or mix alcoholic beverages.

(b) **Application Process.** No pouring permit shall be issued until such time as a signed application has been filed with the City's Finance Department, upon paying a fee, which shall be set at \$100.00 effective August 1, 2025. The application shall be in a form created by the Director of the Finance Department. Upon tendering a complete application including the applicable fee to

the City's Finance Department, the application shall be forwarded to the Norcross Police department who shall perform a search of the applicant's criminal record.

(1) The chief of police or designee shall have a complete and exhaustive search made relative to any police record of the person cleared through fingerprinting, a national criminal background check, or other means. If the applicant is eligible under the terms of this chapter, then the chief of police or designee shall issue a permit to the person, providing the same by mail or otherwise by electronic means provided by the applicant. If it is found that the person is not eligible for employment, the chief of police or designee shall notify the person, in writing, that he or she is not eligible for employment, the cause of such denial, and his or her right to appeal.

(c) **Standards for Review of Application.** No person shall be granted a pouring permit unless it appears to the satisfaction of the chief of police or designee that such person:

(1) has not in the last 5 years prior been convicted or pled guilty or entered a plea of nolo contendere to any crime involving: (i) illegal sale of controlled substances or the illegal sale of alcoholic beverages, (ii) the sale or transfer of alcoholic beverages to minors in a manner contrary to law, (iii) operating a motor vehicle while under the influence of drugs or alcohol, (iv) keeping a place of prostitution, solicitation of sodomy, (v) domestic violence charges, or (vi) any sexual related crime;

(2) has not within five years prior been convicted, pled guilty or entered a plea of nolo contendere to any felony; or

(3) is not currently on parole or probation for a conviction or plea referenced in subsections (1) or (2) above.

(4) For purposes of this chapter, a conviction or plea of guilt or nolo contendere shall be disregarded for the purposes of issuing a pouring permit as to any offense for which defendant was allowed to avail themselves of the Georgia First Offender Act (O.C.G.A. § 42-8-60 et seq.); except, however, that any such offense shall not be ignored where the defendant violated any term of probation imposed by the court granting first offender treatment or committed another crime and the sentence in court entered an adjudication of guilt as to the crime for which the defendant had previously been sentenced as a first offender.

(5) No person shall be issued a permit if it is determined that the person falsified, concealed or covered up any material fact by any device, trick or scheme while making application to the police department for an alcoholic beverage pouring permit under this section. If it is determined that a person is in violation of this subsection and a permit is denied for this reason, then 30 calendar days must elapse from the date of notification per certified mailing before a new application and fee may be resubmitted.

(d) **Duration of Permit.** An alcohol pouring permit shall be issued for a period of two calendar years from the date of the original application. The alcohol pouring permit must be in the

possession of the employee or a manager while the employee is working at the licensed establishment. This permit must be available for inspection by members of the police department.

(1) All permits issued through administrative error can be terminated and seized by the chief of police or designee, or the licensing and revenue manager or his designee.

(2) Replacement permits will be issued within 30 days of the original date, upon paying one-half of the fee charged for alcohol pouring permits. After 30 days of original application date, a new application and fee must be submitted.

(3) All permits issued under this chapter remain the property of the police department and shall be produced for inspection upon the demand of any officer or designee of the police department or employee of the licensing and revenue office.

(e) **Violations.**

(1) It shall be unlawful:

(i) to allow any licensee, manager, employee or agent to serve, sell, pour or carry alcoholic beverages without possessing the required permit.

(ii) for any person to dispense, serve, sell, take orders or mix alcoholic beverages without a current valid pouring permit.

(iii) for an establishment to be open without a manager on duty and physically on location.

(2) Violations may be punishable by a fine of up to \$500.00 per instance and may be assessed against the employee serving alcohol without a permit and the manager on duty.

(3) Should a single establishment be subject to more than three (3) instances of violations within any 365 day period, the establishment may be subject to revocation of its alcohol permit in accordance with Section 4-10 of the Code of Ordinances.

(f) **Appeals of Permit Denials.** Appeals of permit denials may be made within thirty (30) days of the denial by written submission to the office of the City Manager. Appeals should be in writing and detail the basis for the appeal and all facts applicable to the same. Upon the City Manager receiving a timely filed appeal, the City Manager shall hold a hearing within twenty-one (21) days within receipt of the appeal. The appeal may be successful and the permit denial overturned with direction for the Chief of Police to issue the pouring permit only upon the appellant demonstrating by clear and convincing evidence that the denial was wrongfully issued or by other extraordinary factors that would indicate that a denial of the permit would not serve the City's interests and that the issuance of a permit notwithstanding is in the best interest of the City. The City Manager may condition any appealed permit with conditions that further the public safety, welfare, and morality of the community.

II. REPEALER.

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

III. EFFECTIVE DATE.

This Ordinance shall become effective immediately and shall remain in effect until revised or repealed by further action the Mayor and Council of the City of Norcross.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2025.

Craig Newton, Mayor

ATTEST:

Monique Philip, City Clerk



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

City of Norcross

Legislation Details (With Details)

File #:	25-7356	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Policy Work Session
Title:	Budget Amendment and Appropriation of Grant Funds For PD Equipment		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Budget Amendment & Appropriations - Police Department Grants](#)
2. [Budget Amendment Item 25-7356 \(Police Grants\)](#)

Title

Budget Amendment and Appropriation of Grant Funds For PD Equipment

Drafter

Jon Robinson

Motion

Motion to Approve/Deny the acceptance and appropriation of grant funds in the amount of \$77,400 to the adopted FY25 budget for Police Department equipment.



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

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director
 Bill Grogan, Chief of Police

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7356

Title: Budget Amendment & Appropriations, Police Department Grants

CC: Eric Johnson, City Manager

Recommendation

Accept and appropriate grant funds to the adopted FY25 budget totaling \$77,400.

Background

The Norcross Police department was awarded two grants.

1. BJA/JSS Body Worn Camera Grant \$33,750
 Grant awarded by the Bureau of Justice Assistance's Small, Rural, and Tribal-Body Worn Camera Grant Program. The Body-Worn Camera ("BWC") policy review required that in order to receive funding, recipients must successfully demonstrate that they have developed BWC policies that are purposeful, comprehensive, and deliberately designed and acceptable to DOJ's Office of Justice Programs (OJP) and JSS.
2. GOHS Grant - \$43,650.00
 The Norcross Police department also received a grant the Georgia Association of Chiefs of Police administered for the Governor's Office of Highway Safety in the amount above. The GOHA grant was made available to a limited number of law enforcement agencies to purchase computers, mounting hardware, printers, and facilitate the electronic reporting of all traffic crash data.

Financial Impact

The total appropriations for FY25 budget are \$77,400.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
3. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Budget Amendment Item 25-7356

Finance Department Budget Adjustment Entry

Purpose: Item 25-7356: Appropriate Grant funding for BJA/JSS Body Worn Cameras & GOHS

Effective Date: 7/7/2025

Description	Account Number	Increase	Decrease
LAW ENFORCEMENT GRANT	217-331140	33,750	
SMALL EQUIPMENT	217.5.1535.531600		33,750
LAW ENFORCEMENT GRANT	217-331140	43,650	
SMALL EQUIPMENT	217.5.3200.531600		43,650
	Totals	77,400	77,400

1. Appropriates funds the BJA/JSS Body Worn Camera Grant
2. Appropriates funds for the GOHS Grant



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

City of Norcross

Legislation Details (With Details)

File #:	25-7357	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Public Safety Building – Furniture, Fixtures & Equipment \(FFE\) Budget](#)
2. [Public Safety Building FFE Budget](#)

Title

Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget

Drafter

Bill Grogan

Motion

A motion to Approve/Deny the allocation of \$2,111,439, to be budgeted in the FY26 210 Special Investigations Fund, for the purchase of furniture, fixtures, and equipment (FFE), as well as all remaining permits, testing, inspections, impact fees, public relations and media needs, the grand opening ceremony, and owner contingency associated with the new Public Safety Building.



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

AGENDA REPORT

To: Mayor and Council

From: Bill Grogan, Chief of Police

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7357

Title: Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget

CC: Eric Johnson, City Manager

Recommendation

Approve the budget for future purchases of furniture, fixtures, equipment (FFE) and all remaining permits, potential testing/inspections/impact fees, PR/media, grand opening ceremony, and owner contingency for the new Public Safety Building.

Background

After obtaining all required utility easements and land disturbance permits, grading and site prep are soon underway at the new Public Safety Building site. Staff is preparing for the future purchase of FFE required to make it operational. The attached FFE budget is the result of extensive research, consulting with current and future FFE vendors, and the internal build teams' recommendations for how best to equip the building to serve our needs.

Included below the FFE budget are the remaining build costs such as future permits, testing, inspections, public relations, grand opening ceremony, and owner contingency. Those budget amounts have been included in past agenda items alongside already purchased items such as the residential properties, our contracted professionals (architect / project manager), the general contractor, and other pre-construction costs.

The largest FFE category is office furniture. Staff met several times with three highly recommended resellers in our area, which all hold competitively bid on State of Georgia contracts/pricing, and received similar design packages/quotes from each. Staff will be selecting the vendor that provided the best product for the cost, understanding of our needs, warranties, availability, and customer service. Purchases will be directly from the State of Georgia contracts. The next largest component is the Police/Dispatch radio system. The cost is to uninstall all existing City Hall Motorola equipment, upgrade required components, then reinstall and add an additional required radio system in the new building. Staff will submit a request to the Gwinnett County 911 committee for partial reimbursement of the upgrade/additional equipment needed. The third largest component is all IT-related equipment. The City's current vendor for servers/management is Surelock Technology and to ensure seamless integration with the City's existing network, they will be used for the new building. The remaining FFE items include large appliances, janitorial supplies, crime lab equipment, metal detectors, etc.

Financial Impact

Total: \$2,111,439 – includes all FFE and remaining permits, fees, testing, PR, owner contingency.
The funding source will be budgeted in the FY26 210/Special Investigations Fund.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

- 1) Public Safety Building FFE Budget

FFE Items		Notes
650,000	Office Furniture	State contract purchasing - received preliminary quotes from 3 vendors with State contracts
265,000	Police/Dispatch Motorola Radio System - upgrade existing 2, add 1 system, uninstall/reinstall	Motorola is our current vendor for all police radios and dispatch equipment which piggybacks off Gwinnett County system
234,577	Dell Server Package	Existing City vendor Surelock
80,000	Police dispatch console workstations (4)	Fountainhead Control Rooms, Inc. sole source provider of SPF's ELITE_AIR console with solid resin surface
65,000	Crime Lab equipment	Various mfgs, individual equipment under \$10k each
55,000	Fitness Room equipment & BJJ wall/floor pads	Various mfgs, individual equipment under \$10k each
45,084	Wireless Access Points	Existing City vendors
25,000	Janitorial supplies (toilet paper, janitor carts, brooms, vacuums, AEDs, First Aid, etc)	Existing City vendors
17,077	Server Battery Backup Package	Existing City vendor Surelock
17,000	Mitel phones	Mitel or new phone vendor if applicable
15,000	X-ray baggage scanner	Metal Defender
11,604	AT&T	AT&T
10,000	High performance desktop computers and monitors for Real Time Crime Center control desks	Existing City vendors *remaining cost of RTCC is in GMP - pending grant submissions
9,500	Breakroom appliances (3 refrigerators, 2 microwaves, 1 ice machine, 1 coffee maker)	Lowe's
8,500	ADA walk-through metal detector	Garrett Paragon
1,800	Comcast	Comcast
1,510,142	Total FFE	
16,685	Remaining permits and impact fees *subject to decrease as project progresses	
270,000	Construction testing / Special inspections *subject to decrease as project progresses	
5,000	Public relations / media, grand opening ceremony	
312,612	Owner contingency (1.5% of building cost) *decreases as project progresses	
604,297	Total permits, fees, testing, PR, owner contingency	
2,114,439	Total FFE and remaining permits, testing/inspections, etc	



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

City of Norcross

Legislation Details (With Details)

File #:	25-7358	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Award of Contract for 2025 Road Resurfacing		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Award of Contract for 2025 Road Resurfacing - 7.2.25](#)
2. [CON Agreement with Blount Construction Company](#)
3. [ITB PW 25-09 Bid Tabulation](#)
4. [ITB PW 25-09 Packet](#)
5. [Norcross 2025 Paving Recommendations](#)
6. [Approved Budget Amendment - May 5, 2025, Regular Council Meeting](#)

Title

Award of Contract for 2025 Road Resurfacing

Drafter

Len Housley

Motion

A motion to Approve/Deny the award of a contract to Blount Construction Company in the amount of \$3,052,137.00 for the 2025 Road Resurfacing Program.



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

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Director of Public Works

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7358

Title: Award of contract for 2025 Road Resurfacing

CC: Eric Johnson, City Manager

Recommendation

Award of contract between the City of Norcross and Blount Construction Company for the City of Norcross 2025 Road Resurfacing program.

Background

The Public Works department issued an invitation to bid (ITB PW 25-09) for the resurfacing of the 26 residential streets. Bid submissions were due on June 16, 2025, at 11:00am, and the city received 12 total responses.

Upon review, the Blount Construction Company was determined to be the most responsive with the second to lowest responsible bid at \$3,052,136.30 according to the solicitation guidelines.

Per the RFP, para 2.6, Award of Contract, contract will be awarded to the most responsive and responsible lowest bidder. "Georgia Paving", although providing the lowest price, was not the lowest responsive and responsible bidder per the RFP for compliance with submission guidelines and references. Contractor did not address items (d.), (g.), and (l.) of Appendix C. Further, Appendix D states proposals are to reflect accurate information for references and that scores would be affected in the event that the city is unable to contact provided references or they do not respond in time. No reference letters were provided, and the procurement office only received responses from 2 of the 4 references when requested. Upon review of references and materials provided, staff determined that there was insufficient information for the City to conclude that Georgia Paving's bid was the most responsive and responsible lowest bid.

Financial Impact

\$3,052,137.00 (Budget already approved in May 2025)

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

CON Agreement with Blount Construction Company

ITB PW 25-09 Bid Tabulation

ITB PW 25-09 Packet

Norcross 2025 Paving Recommendation

Approved Budget Amendment – May 5, 2025, regular council meeting

***CONTRACT BETWEEN
BLOUNT CONSTRUCTION COMPANY, INC.
AND
THE CITY OF NORCROSS
FOR 2025 ROAD RESURFACING
PROGRAM***

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)

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Agreement for 2025 Road Resurfacing Program

This Agreement, made and executed as of the _____ day of July, 2025 by and between **Blount Construction Company, Inc.** with a place of business at **1730 Sands Place, Marietta, GA 30067** (hereinafter called "Contractor") and **the City of Norcross, Georgia**, having its principal place of business at 65 Lawrenceville St., Norcross, Georgia (hereinafter called "Client"), collectively referred to herein as "Parties", provides as follows:

ARTICLE 1 – GENERAL OBLIGATIONS OF CONTRACTOR

The description of the Client's project (The "Project") and the Scope of Services as they relate to the 2025 Road Resurfacing Program (hereinafter called "Services") to be provided to Client is stated in a formal proposal from Contractor on **June 16, 2025** (the "Proposal"). The Proposal is made a part of this Agreement by reference. The Proposal includes the scope of services which complies with the requirements of the **Invitation to Bid (ITB PW 25-09)**.

ARTICLE 2 – COMPENSATION

Contractor will be compensated for Services as set forth in Appendix "B."

ARTICLE 3 – PAYMENTS

Contractor will submit monthly invoices for compensation and expenses by electronic transmission. Payments will be due within 30 days after receipt of invoices and shall be made by electronic funds transfer to the bank account designated in the invoice. Past due amounts will accrue interest at one and one-half percent (1 ½%) per month, without limiting other remedies.

ARTICLE 4 – PERIOD OF SERVICE

The Contractor shall make reasonable efforts to complete its services for the project within the time period set forth in the ITB (within 120 days from issuance of Notice to Proceed).

ARTICLE 5 – CHANGE IN SCOPE OF SERVICES

The Client may, at any time, make changes in the Scope of Services for the project or in the definition of services to be performed. In the event Client notifies Contractor of its desire to make a change in the Scope of Services that may change the cost of performance, Contractor shall, within ten (10) working days after receiving such notice,

give Client notification of any potential change in price for the Services.

Equitable adjustments to price and time of performance resulting from a change in Scope of Services will be negotiable and upon mutual Agreement by Client and Contractor. This Agreement will be modified by a written instrument, signed by both Parties, to reflect the changes in Scope of Services, price, and schedule.

Client shall have the right to terminate this agreement with sixty (60) days by written notice for or without cause. In the event of such termination, all sums due to Contractor shall be paid in proportion of the work completed. Contractor shall deliver a work product and confidential information (as defined in Article 15) and any other information or documents in possession of Contractor to the Client within seven (7) days of the termination.

ARTICLE 6 – STANDARD OF CARE

- A. Contractor shall perform the services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Contractor shall put forth reasonable professional efforts to comply with applicable laws, codes, and regulations in effect as of the date of *[the execution of this Agreement, submission to building authorities, or other appropriate date]*. Changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Contractor to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
- B. Following completion of its Services, if the Services provided hereunder do not conform to the applicable Standard of Care, and the same is reported to Contractor by Client in writing promptly after recognition thereof, Contractor shall, at no cost to Client, furnish all remedial services required, to the extent caused by Contractor's negligence therewith as soon as reasonably possible after receipt of such report from Client.

ARTICLE 7 – INDEMNIFICATION

Contractor will, indemnify and hold the Client harmless from, liabilities, costs, expenses (including attorney's fees to the extent recoverable under law) suffered and brought by third-party claims for bodily injury (including death) and damage to tangible property to the extent caused by a negligent act or omission of Contractor, its employees or sub-contractor. No negligence shall be attributed to Contractor based on acts or omissions of Client's contractor or other Contractors.

ARTICLE 8 – LIMITATION OF LIABILITY

Client shall have no liability to the Contractor for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs; or other similar business interruption losses, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability. The Parties agree that the limitations and exclusions of liability set forth shall not be interpreted as a form of indemnification.

ARTICLE 9 – INSURANCE

- A. During the term of this Agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance of the following types:
 1. Workers' compensation coverage in accordance with the statutory requirements of the jurisdiction in which Services are to be performed.
 2. Employer's liability insurance with a minimum of \$250,000.
 3. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined of at least \$1,000,000 aggregate.
 4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000 per occurrence.
- B. Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required in this Article 9. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this Agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client.

ARTICLE 10 – RELATIONSHIP OF CONTRACTOR TO CLIENT

The Contractor shall be and shall operate as an independent contractor with respect to the Services performed under this Agreement and shall not be nor operate as an agent, fiduciary or employee of Client. This Agreement is not intended to be one of hiring under the provisions of a Worker's Compensation statute or other law and shall not be so construed. This agreement shall not be construed as an agreement for partnership or joint venture.

ARTICLE 11 – PERSONNEL

Contractor agrees that during Contractor's performance of Services hereunder, adequate provision shall be made to staff and retain the Services of such competent personnel as may be appropriate or necessary for the performance of such Services. Client shall have the right to review the personnel assigned by Contractor, and Contractor shall remove any personnel not acceptable to Client.

Contractor may remove personnel assigned to the project without Client's prior approval, provided the progress of the Services shall not be unreasonably impaired.

Contractor shall upon execution of this document identify an individual who shall serve as the primary contact for the project and to whom any change orders or requests for services or information shall be forwarded.

ARTICLE 12 – OWNERSHIP OF INSTRUMENTS OF SERVICE AND DATA

All materials and information that are the property of Client and all copies or duplications of Services. Contractor may retain one complete set of reproducible copies of all of its Instruments of Service.

ARTICLE 13 – PERMITS AND LICENSES

Contractor represents to Client that it has and will maintain during the performance of the Services under this Agreement any permits or licenses which, under the regulations of Federal, State, or Local governmental authority, are required to maintain to perform the Services.

ARTICLE 14 – ADHERENCE TO LAWS

Contractor shall adhere to Federal, State, and Local laws, rules, regulations, ordinances, and the direction of applicable agencies applicable to performance of the Services hereunder including without limitation, all applicable provisions of Federal, State, and Local law relating to equal employment opportunity and non-discrimination.

ARTICLE 15 – NONDISCLOSURE OF PROPRIETARY AND CONFIDENTIAL MATERIALS

Client and Contractor agree that any disclosure will be made on the following basis:

- A. Confidential Client information (“Primary Data”) disclosed to Contractor which is identified in writing by Client as proprietary to Client shall be: (1) Safeguarded, (2) maintained in confidence, and (3) made available by Contractor only to those of its employees or others who have a need to know and agree to equivalent conditions pertaining to nondisclosures as contained herein.
- B. Upon completion of the project or sooner if Client so requests the Contractor shall return to Client’s representative all primary data furnished to the Contractor under this Agreement and shall if requested deliver to the Client’s representative all drawings, schedules, calculations, and other documents generated by Contractor for use in connection with the project (“Secondary Data”)
- C. Contractor shall not use for itself or to disclose to third parties any primary data or secondary data without the prior written consent of Client.
- D. The nondisclosure obligations pertaining to Primary and Secondary data shall terminate three years from date Contractor’s association with this project terminates. Those closure obligations shall not apply to any data which:

1. Was known to the Contractor (and previously unrestricted) before disclosure of primary data to Contractor under this Agreement or before generation of secondary data;
 2. Is subsequently acquired by the Contractor from a third party who was not in default of any obligation restricting the disclosure of such information; or
 3. Is subsequently available or becomes generally available to the public.
- E. Notwithstanding this non-disclosure obligation, Contractor may nevertheless draw upon its experience in its future association with other Clients.

ARTICLE 16 – CERTIFICATION OR CEILING OF INSTRUMENTS OF SERVICE BY PROFESSIONAL CONTRACTOR

All specifications, drawings, and other engineering documents that are prepared by Contractors shall be sealed by a registered Professional Engineer. Such certifications or seals shall be valid for the state in which the specifications, drawings, or other engineering documents are to be used or applied.

ARTICLE 17 – FORCE MAJEURE

Any delays in or failure of performance by Contractor or Client, other than the payment of money, shall not constitute default hereunder if and to the extent such delays or failures of performance are caused by occurrences beyond the reasonable control of Client or Contractor, as the case may be, including but not limited to, acts of God or the Public Enemy compliance with any other or request of any governmental authority; fires, floods, explosion, accidents; riots, strikes or other concerted acts of Workman, whether direct or indirect, or any causes, whether or not of the same class or kind as those specifically named above, which are not within the reasonable control of Client or Contractor respectively. If any event of force majeure as herein defined occurs, Contractor shall be entitled to a reasonable extension of time for performance of its Services under this Agreement.

ARTICLE 18 – PROJECT DELAY

If the Contractor's Proposal calls for provision of its Services under a guaranteed maximum price, fixed fee, or stipulated lump sum bases and the Contractor's work on any phase of the services is extended by one or more forced major events or other delays not to the extent caused by negligence of Contractor, then the guaranteed maximum price, fixed fee, or stipulated lump sum, as the case may be, shall be equitably adjusted.

ARTICLE 19 – [RESERVED]

ARTICLE 20 – GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state of Georgia.

ARTICLE 21 – ALTERNATE DISPUTE RESOLUTION

- A. Client and Contractor understand and appreciate that their long-term mutual interests will be best served by affecting a rapid and fair resolution of any claims or disputes which may arise out of this Agreement. Therefore, both Parties agree to use their best efforts to resolve all such disputes as rapidly as possible on a fair and equitable basis. Towards this end, both Parties agree to develop and follow a process for presenting, rapidly assessing, and settling claims on a fair and equitable basis.
- B. Any dispute or claim arising under this Agreement cannot be resolved by the project managers for the Parties within thirty (30) days after they identified the problem, the Parties agree that either of them may refer the matter to a panel consisting of one (1) executive from each party not directly involved in the claim or dispute for review on resolution. A copy of the Agreement, agreed upon facts (and areas of disagreement), and coincides summary of the basis for each side's contentions will be provided to both executives who shall review the same, confer, and attempt to reach a mutual resolution of the issue.
- C. If the dispute cannot be resolved under the process set forth in Section B, the Parties may elect to resolve the dispute through non-binding mediation. If mediation is to be utilized, the Parties shall select a single unrelated but qualified Mediator who shall hold a hearing (not to exceed half a day) during which each party shall present its version of the facts (support, if desired, by sworn, written testimony, and other relevant documents), its assessment of damages, and its argument periods. The Parties shall provide the Mediator with copies of all documents provided to their senior executives under Section B at least ten (10) days prior to the scheduled date of the mediation hearing. The Parties may also provide the Mediator with copies of any laws or regulations that they feel are relevant to the dispute. A copy of the Agreement and any disputed purchase orders will be provided to the Mediator. Formal written arguments, legal memorandum, and live testimony are discouraged but may be permitted at the discretion of the Mediator. Both Parties agree to make any involved employees or documents available to the other party for its review and use in preparing its position under this clause without the need for subpoena or other court order.

- D. Following the mediation, the Mediator will meet with both Parties and provide each of them, on a confidential basis, with his/her views of the strengths and weaknesses of their respective positions. The Parties will then reconvene and, with the assistance of the Mediator, attempt to resolve the matter. If the Parties cannot achieve resolution on the day of the mediation hearing or within forty-eight (48) hours thereafter, the Mediator will within fifteen (15) additional days issue a written non-binding decision on the issue.
- E. If the matter has not been resolved utilizing the processes set forth above and the Parties are unwilling to accept the non-binding decision of the Mediator, either or both Parties may elect to pursue resolution through litigation. In the event of any litigation between the Parties, it is agreed and stipulated that the case shall be heard and decided by the court, without a jury.
- F. The costs of the Mediator shall be borne equally by the Parties. Each Party will bear its own cost of mediation.

ARTICLE 22 – ADDITIONAL TERMS AND CONDITIONS

- A. All work shall be completed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work.
- B. Contractor may at its discretion engage subcontractors to perform work hereunder provided Contractor shall promptly and fully pay said subcontractor and, in all instances, remain responsible for the proper completion of this contract.
- C. Contractor agrees to carry and pay for all workers compensation, public liability, property damage, unemployment compensation insurance and payroll taxes as required by law. Contractor warrants it is insured for injury to its employees and others working on the project through a worker's compensation policy. Contractor further warrants it maintains a comprehensive liability policy insuring against any damages or claims as a result of the acts of the Contractor or its employees and subcontractors in the amount of one million dollars (\$1,000,000) per occurrence. Contractor shall supply current declaration pages for such insurance at the execution of this Agreement.
- D. Contractor shall at its own expense obtain all permits necessary for the work to be performed.
- E. Contractor shall not be liable for any delay due to circumstances beyond its control including strikes, casualty, or unavailability of materials.

- F. Contractor warrants all work for a period of twelve (12) months following completion and shall replace and/or repair any faulty or defective work or material including trees and plant materials.
- G. Contractor has familiarized itself with the nature and extent of the Agreement, work, locality, and with all local conditions and Federal, State, and Local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the work. Contractor is aware that it must be licensed to do business in the State of Georgia.
- H. No assignment by Contractor of any rights under or interests in the Agreement will be binding on the other Party hereto without the written consent of the Party sought to be bound.
- I. The Contractor further represents as follows:

ARTICLE 23 – NOTICES AND/OR COMMUNICATIONS

Notices and or communications to be given under this Agreement shall be in writing and shall be addressed as follows:

To Contractor

Original to: Jason Walker
 Position: Vice President
 Address: 1730 Sands Place
Marietta, GA 30067

Copy to: _____
 Position: _____
 Address: _____

To Client

Original to: Len Housley
 Position: Public Works Director
 Address: 345 Lively Avenue
Norcross, GA 30071

Copy to: _____
 Position: _____
 Address: _____

Either party may, by written notice to the other, change their representative or the address to which such notices, certified certificates, or communications are to be sent.

Any notice or communication required in writing here under shall be given by registered, certified, or first-class mail (postage required), TWX, telex, or telecopy addressed to the party at its address set forth above. Communications by TWX, telex, or telecopy shall be confirmed by depositing a copy on the same day with the US post office for transmission by registered, certified, or first-class mail in an envelope properly addressed. The postmark date of notices sent by mail (except for confirmatory notices) shall be the date of notice.

ARTICLE 24 – MISCELLANEOUS

- A. *Waiver.* Waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way affect, limits, or waive such Parties' rights thereafter to enforce and compel strict compliance with all the terms and conditions of this Agreement.
- B. *Severability.* Any provision of this Agreement prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions of this Agreement.
- C. *Rights and Remedies.* The specific remedies set forth in this Agreement, including but not limited to those remedies with respect to the quality of the services performed by the Contractor here under are the exclusive remedies of the Parties.
- D. *Transfer of Ownership.* client represents that either it is the sole owner of the facilities which are the object of the services or that is authorized to bind and does bind all owners of such facilities to the releases and limitations of liability set forth in this Agreement. client further agrees that any future recipient of any interest in the facilities and the services will be bound by such releases and limitations of liability such that the total aggregate liability of contractor to client and such recipients shall not exceed the limits of liability set forth in this Agreement.
- E. *Publicity.* Neither of the Parties shall make any press release, news disclosure or other advertising related to the project that includes the name of the other party without first obtaining the written approval of the other party.
- F. *Entirety of Agreement.* This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations and discussions concerning the subject matter hereof.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the date first written above.

Contractor

(Signature)

(Printed name)

(Title)

(DATE)

Client (City of Norcross)

Craig Newton, Mayor
(Signature)

Craig Newton, Mayor
(Printed name)

Attest:

Monique Lang, City Clerk

(DATE)

(SEAL)

** Appendices A & B are extracted from the firm's proposal*

APPENDIX A – SCOPE OF SERVICES FOR 2025 ROAD RESURFACING PROGRAM



**City of Norcross
Department of Public Works**

**INVITATION TO BID
ROAD RESURFACING
ITB PW 25-09**

**ITB PW 25-09
PACKET CHECKLIST**

FIRM NAME: Blount Construction Company, Inc.

PROJECT: ITB PW 25-09 Road Resurfacing

DATE: 6/16/2025

Please use this checklist to ensure you have properly completed all forms and requirements. ***You must complete and attach this checklist to your bid packet. Failure to do so may you render ineligible for consideration.***

 X

Packet Checklist (attached to bid package)

 X

Two Hard Copies & One Electronic Copy of Bid Package (*including completed appendices and all required forms*)

Bid Package Components:

 X Statement of Qualifications and Equipment

 X Sealed bid

 X References

 X Acknowledgement of Addenda Form

 X Bid Bond if bid amount is over \$30,000

 X Certificate of Liability Insurance

 X E-Verify Contractor & SAVE Affidavits

Mail or deliver to:
Charlene Marsh
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)

APPENDIX A
ITB PW 25-09
SCHEDULE OF EVENTS

Event:	Date:
Release of ITB	May 13, 2025, 11:00 a.m.
Pre-bid Meeting (<u>Optional but highly recommended</u>)	May 28, 2025, 11:00 a.m.
Deadline for Written Questions	May 28, 2025, 5:00 p.m.
Bids Due	June 16, 2025, 11:00 a.m.
Public Bid Opening and Reading	June 16, 2025, 11:05 a.m.
Bid Review/Evaluation	June/July 2025
Contract Award	August 2025

APPENDIX B

ITB PW 25-09

MAPS

Project area maps are found in the related/supporting documents section.

APPENDIX C

ITB PW 25-09

STATEMENT OF QUALIFICATIONS AND EQUIPMENT

All questions must be answered. Information given must be clear and comprehensive.
If necessary, questions may be answered on separate attached sheets.

About the Firm:

- a. Name of Bidder: [Blount Construction Company, Inc.](#)
- b. Permanent main office address, email address, & pertinent contact numbers:
[1730 Sands Place, Marietta, Georgia 30067](#) [Jason Walker, Vice President.](#)
Jason.Walker@blountconstruction.com Office (770) 541-7333
- c. How long (years) has your firm been in business under your present name; also, state names and dates of previous firm names, if any; where organized?
[69 years. Georgia incorporated under current name in 1956, after operating as George C. Blount & Son Inc. for approximately 10 years.](#)
- d. Attach a list of your employees with job titles, responsibilities, and years of experience as they relate the requirements of this bid document. [Please see attached.](#)
- e. With what bank do you do business? [Yes, all available upon request.](#)
NOTE: Latest Financial Statements, certified audit, if available, prepared by an independent certified public accountant, or other financial documents or reporting may be requested by City. If requested, such statements must be provided within five (5) business days, or the bid proposal will be rejected.

Experience:

- f. Attach a list of 3-5 similar projects completed in the last 5 five years. [Please see attached.](#)
- g. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion). [Please see attached.](#)
- h. General character of work performed by your company. [Please see attached.](#)
- i. Have you ever failed to complete any work awarded to you, if so, where, and why? [No.](#)
- j. Have you ever defaulted on a Contract, if so, where, and why? [No.](#)
- k. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why? [No.](#)
- l. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed. [Please see attached.](#)
- m. How long do you warrant a project? [Based upon contract terms.](#)

- n. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long? [Based upon contract terms.](#)

Approach:

- o. Implementation plan and timeline for the project [Please see attached.](#)
- p. List your major equipment available for this contract. [Please see attached.](#)
- q. List any subcontractors whom you would expect to use for the contract. [Please see attached.](#)

About the Firm

a. **Name of Bidder:**

Blount Construction Company, Inc.

b. **Permanent main office address, email address, & pertinent contact numbers:**

Main Office Address: 1730 Sands Place, Marietta, GA 30067

Phone: 770-541-7333

Fax: 770-541-7340

Contact: Jason Walker, Vice President

Phone: 470-829-6281

Email: Jason.Walker@blountconstruction.com

c. **How long (years) has your firm been in business under your present name; also, state names and dates of previous firm names, if any; where organized?** Blount Construction Company is a Civil Construction Company founded in 1946 by George C. Blount and organized in Georgia. It was incorporated under its present name in 1956, after operating as George C. Blount & Son Inc. for 10 years. We operate as a certified Utility Contractor and are an ESOP employee-owned corporation.

d. **Attach a list of your employees with job titles, responsibilities, and years of experience as they relate to the requirements of this bid document.**

Listed below are all the principal officers and project managers in the company:

<u>Name</u>	<u>Years of Experience</u>	<u>Role Within Company</u>
David Faust	29 years	President
Greg Schultz	32 years	Executive Vice President
Shawn England	29 years	Secretary & Vice President
Mitch Matthews	16 years	VP Estimating & Contract
Jason Walker	25 years	VP Base & Paving
Erik Van der Heijden	18 years	Estimator/ Project Manager
Antwane Calloway	26 Years	Estimator/ Project Manager
Peter Psychogios	5 Years	Estimator/ Project Manager
Blake Merritt	5 Years	Estimator/ Project Manager
Doug Myers	32 Years	Superintendent
Raul Chavarria	36 Years	Superintendent
Jason Johnston	28 Years	Superintendent
Michael Ozburn	14 Years	Superintendent

Employees working in the field are certified in Traffic control, First Aid, CPR and numerous certifications as required in the industry.



Blount proposes the following organization for the project management team:

Superintendent: Michael Ozburn
Project Manager: Erik Van Der Heijden
Project Executive: Jason Walker, EIT

e. **With what bank do you do business?**

Truist Bank

Contact: Lauren Duplantis, Sr. Vice President

Phone: 770-880-7043

Email: Lauren.duplantis@truist.com

Experience

- f. Attach a list of 3-5 similar projects completed in the last 5 five years.

2024 Forsyth County Resurfacing

From August 2024 to April 2025 Blount completed this major roadway resurfacing project for Forsyth County, overseeing all standard operations of milling, traffic control and paving. In total, 15,540 tons of 9.5 mm and 43,850 tons of 12.5 mm asphalt were laid down across the county. An additional 760 tons of asphalt leveling was completed. The project spanned 48.25 miles of roadway, the majority of which (31 miles) were 2 lane commercial roads. Blount utilized effective measures to keep pass-through traffic running during construction. The maintenance of signage and flagging were crucial and employed effectively through the duration of the work.

Due to the large scale of the project, Blount concentrated efforts to plan out and map equipment mobilizations and transfers to the various areas of the county. Effective planning and mapping undertaken by project managers/ cost estimators allowed work to proceed as efficiently as possible. These efforts minimized traffic problems and gave the county advanced notice of where crews would be on any given day. The 9 months of work on this project was of high intensity and serves as a testament to Blount's ability to complete projects over a wide geographic area to the expectations of the county.

Final Contract Amount: \$7,683,792.00

Owner Contact Information:

Forsyth County Department of Engineering

Tim Allen

110 East Main Street, Suite 1201, Cumming, GA 30040

Phone: 770-781-2165

Email: tlallen@forsythco.com



Roller on Trotters Parkway

February 2025



Crew on Ronald Reagan Blvd

October 2024



Paver on James Burgess rd.

September 2024



2022 City of Milton Resurfacing

From September 2022 to August 2023 Blount oversaw the completion of a major asphalt resurfacing project for the City of Milton. The project involved the milling and resurfacing of 24 roadways, totaling 76,000 square yards in area, both in residential and commercial parts of the city. Blount additionally completed work on numerous sidewalks by removing damaged concrete and replacing it. The scale of the asphalt and concrete work undertaken amply demonstrates Blount Construction's capability. Additionally, Blount managed to complete this work with minimal disruptions to traffic and maintained two-way traffic, even on normally busy roads, through effective usage of signage and flagging.

Work on most roads consisted of laying down a level of 1.5" of 9.5mm Superpave on top of a base of 19mm asphalt. Rougher sections of the road were patched to a depth of 3". On certain roads we reclaimed existing base and widened the road by 2' and provided shoulder grading. Concrete sidewalks and curb and gutter sections were completed in residential side streets. Blount successfully coordinated subcontractors and ensured quality control on the project. All roads were resurfaced on time and within the required parameters. Ultimately, Blount successfully coordinated a large-scale paving project spread across an entire city and proved capable of both meeting the project deadlines and not exceeding the allocated budget.

Final Contract Amount: \$2,796,462.44

Owner Contact Information:

City of Milton

Matthew Fallstrom

2006 Heritage Walk Milton, GA 30004

Phone: 404-867-6191

Email: Matthew.Fallstrom@cityofmiltonga.us



Concrete Replacement on Bethany Bend Road Milton, GA
November 2022

2023 Peachtree Corner resurfacing

Blount Construction Company completed a major roadway resurfacing project from May to October 2023 in Peachtree Corner. The project consisted of milling and replacing damaged sections of asphalt from 55 sections of, mostly residential, roads throughout the area. In total, 40,100 square yards of existing material were milled and removed. Blount self-performed all operations of milling and paving on this project. The project involved laying 1.25" of 9.5 mm on all roads, including cul-de sacs. Traffic control was used effectively and the routes of travel for equipment were planned efficiently, to avoid congestion. Striping and traffic loop installation was subcontracted but overseen by Blount. A major component of the project was raising manhole covers, as the grade of the asphalt was increased. Overall, the work conducted in Peachtree Corner demonstrates Blount Construction's ability to successfully complete a major paving project within budget and the timeframe requested.

Final Contract Amount: \$2,494,963.37

Owner Contact Information:

City of Peachtree Corner

James Nguyen

310 Technology Parkway Peachtree Corners, GA 30092

Phone: 470-395-7029

Email: jnguyen@peachtreecornersga.gov



A roller underway on Barrick Lane Northwest



Paving Operations on Corner Oak Drive

2022 Coweta County Resurfacing

Blount Construction Company completed a major resurfacing project for Coweta County from May to December 2022. The project involved the application of FDR (Full Depth Reclamation) concrete to 42 roads within the County limits. In addition, 16 other roads saw standard asphalt resurfacing. In total, 15.91 miles of roadway were repaired. Blount oversaw the day-to-day operations of traffic control, milling, asphalt paving and the application of FDR. In unstable sections, the road was widened and the shoulder graded to match the new width of the road. We employed effective project staging to reduce the number of mobilizations necessary to move all our equipment and save time.

Because of the scale of the project, with roads spanning the entirety of the county, Blount concentrated efforts on specific sections of the project to avoid having multiple areas active at one time. Roads near enough to each other were completed within a single equipment mobilization before equipment was transferred to another part of the county. This effective planning and mapping undertaken by our project managers/cost estimators proved invaluable, making the work on the project as efficient as possible. These efforts minimized traffic problems and gave the county advanced knowledge of where crews would be on any given date. The 8 months of work completed on this project were of high intensity. Success on this project demonstrates Blount's capability of completing a project across a large geographical area and excelling expectations.

Final Contract Amount: \$6,966,808.39

Owner Contact Information:

Coweta County
Bob Palmer, PE
70 Selt Road Newnan, GA 30263
Phone: 770-683-7623 ext. 8216
Email: bpalmer@cowetaga.us



FDR Crew and Traffic control on Roscoe Road

CSX Fairburn 2023

This project was completed in Fulton County from March to June 2023 and consisted of milling, asphalt resurfacing, concrete demolition, cement stabilized base, and concrete in an industrial area of Fulton County. Extensive FDR work was also completed. Many subcontractors were utilized in the project, with Blount itself serving as a subcontractor to Milord Company. Riverside LLC was subcontracted to install numerous traffic loops. In total 10,900 SY of asphalt was milled out of the primary area. The project was completed on time and within the original budget allocated to it.

Final Contract Amount: \$1,879,881.22

Owner Contact Information:

CSX Intermodal Terminals Inc.

John Veter

550 Water Street, Jacksonville FL 32202

Phone: 904-633-4979



Asphalt Resurfacing April 2023



Milling March 2023



FDR work, also March 2023



Forsyth County Department of Engineering
JOHN V. CUNARD, Director

July 9, 2024

Mr. Patrick Allen, P.E.
Chairman, Prequalification Committee Contractors
Georgia Department of Transportation

Reference for Blount Construction Company Incorporated – Asphalt Resurfacing

Dear Sir,

This letter will serve as testament to the quality resurfacing work that Blount Construction has performed on Forsyth County Roads during 2023-2024. Blount Construction completed 87 miles of 9.5mm and 12.5mm Superpave quality resurfacing, both within time and at two percent under budget.

We have found Blount Construction personnel to be highly cooperative and striving to complete their work within specifications and timelines provided. I have found that Blount Construction staff stands behind their work and do not try to avoid responsibility or accountability. Overall, I would say they are one of the best construction companies that I have worked with over the past twenty-eight years that I have been with Forsyth County.

I will be glad to discuss any specific questions that you might have regarding Blount Construction past performance for Forsyth County at your convenience.

Sincerely,

Tim L. Allen
Assistant Director of Engineering



Date 05/08/2024

RE: Reference Blount Construction Company

To Whom It May Concern,

Blount Construction Company has been awarded multiple Public Works Construction Contracts for the City of Milton and has completed these projects on time and under budget. Blount Construction Company completed the work following the specifications in the bid document and in the contract. The work was completed satisfactory and handled in a timely manner. Blount Construction Company has proven to be more than capable of handling any project no matter the size or budget.

Sincerely,

Matthew Fallstrom

Name: Matthew Fallstrom

Title: Capital Projects Manager

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)





Thomas D. Handley, Jr., P.E.
Public Works Director
21 East Washington St.
Newnan, GA 30263
Phone: 770-254-3775
770-683-2300

August 25, 2022

Georgia Department of Transportation
Mr. Marc Mastronardi, P.E.
Chairman, Prequalification Committee Contractors
One Georgia Center, 24th Floor
600 West Peachtree NW
Atlanta, GA 30308

RE: Reference Letter for Blount Construction Company

Mr. Mastronardi;

Coweta County has awarded multiple resurfacing and rehabilitation projects over the past two years to Blount Construction Company. Their work has included full depth reclamation, crack relief interlayer and mill and inlay projects that have addressed nearly 60 miles of roadway. All projects have been completed within the allotted schedules. We value their dedication to providing a quality project in our County.

Should you have any questions, please contact me at 770-683-7623 or by email at bpalmer@coweta.ga.us.

Sincerely,

Bob Palmer, P.E.
Director of Engineering
Coweta County Public Works

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)

- g. **Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).**

Please see the following pages

- h. **General character of work performed by your company.**

Blount Construction Company specializes in asphalt resurfacing and concrete construction. We have extensive experience in providing this work for numerous counties and municipalities across the state of Georgia. As a general contractor, Blount owns a wide variety of equipment for construction projects and can self-perform most of the work required for resurfacing, concrete, storm drain and grading projects. Blount maintains four paving crews, two milling crews, four FDR (soil cement) crews, four grading/drainage crews, two concrete crews, and all associated equipment. A minimum of one paving crew, and one milling crew will be dedicated to any resurfacing project. Additionally, we manage all traffic control in-house. To this end, we have certified flaggers on all our construction crews and can handle traffic control with our own resources.

- i. **Have you ever failed to complete any work awarded to you, if so, where, and why?**

Neither Blount Construction Company, nor any of its employees, has been removed from a contract for failure to complete a contract as awarded.

- j. **Have you ever defaulted on a Contract, if so, where, and why?**

Blount has never defaulted on a contract.

- k. **Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?**

Yes, we have failed to complete a project in the time allotment according to contract. However, when this happened it was due to circumstances outside of our control. Changes in scope of work have extended time to completion on some projects past what was originally determined in their contract.

Form DOT 484-A
REVISED 05/2006
C4-97

STATUS OF CONTRACTS ON HAND April 30, 2025

Contractor: Blount Construction Company, Inc. (2BL590)

Give full information about all of your contracts, with all agencies, public and private; whether in progress or awarded but not yet begun. Attach additional sheets if required.

1 PROJECTS LOCATION AND DESCRIPTION	2 TOTAL OBLIGATIONS	3 SUBCONTRACTED TO OTHERS (-)	4 NET OBLIGATIONS	5 PORTION OF NET COMPLETED (-)	6 NET UNCOMPLETED WORK UNDER CONTRACT
CI Sandy Springs Roswell Rd U-Turn Imp.	\$92,390.22	\$25,861.40	\$66,528.82	\$65,962.69	\$566.13
Hickory Lakeside Subdivision Project	\$491,744.64	\$0.00	\$491,744.64	\$472,643.04	\$19,101.60
CO Fayette 2488-B Resurfacing FY25	\$2,082,362.62	\$141,065.39	\$1,941,297.23	\$1,937,151.38	\$4,145.85
Milton FY23 & FY24 Asphalt Resurf	\$8,398,863.75	\$365,601.60	\$8,033,262.15	\$7,767,111.69	\$266,150.46
GC Smith Douglas Jackson Trail Subdivision	\$153,950.10	\$0.00	\$153,950.10	\$144,454.90	\$9,495.20
CO Jasper Murder Creek Church Rd	\$294,229.59	\$23,198.03	\$271,031.56	\$263,055.89	\$7,975.67
Doraville 2024 Capital Paving Project	\$1,208,778.49	\$157,049.68	\$1,051,728.81	\$901,068.96	\$150,659.85
Fairburn FDR	\$2,658,386.58	\$291,968.25	\$2,366,418.33	\$2,163,647.01	\$202,771.32
Sandy Springs Maintenance	\$1,451,854.69	\$0.00	\$1,451,854.69	\$1,270,951.11	\$180,903.58
24-04 Stonecrest, 2024 Street Resurf	\$5,747,672.19	\$140,863.51	\$5,606,808.68	\$4,851,636.13	\$755,172.55
Sandy Springs Storm Maintenance	\$726,185.15	\$0.00	\$726,185.15	\$615,611.53	\$110,573.62
Riverview Rd Drainage	\$301,751.06	\$107,329.99	\$194,421.07	\$185,018.83	\$9,402.24
Henry 24-42 2024 Resurfacing Var Rds	\$5,105,941.10	\$332,915.20	\$4,773,025.90	\$4,143,127.44	\$629,898.46
CI Lula Stormwater Imp	\$413,617.09	\$132,827.53	\$280,789.56	\$260,306.41	\$20,483.15
CI Stockbridge ITB 2024-0006 2025 LMIG	\$2,890,664.62	\$457,508.69	\$2,433,155.93	\$2,229,567.24	\$203,588.69
GSU Clarkston Campus Repave	\$7,530,673.66	\$2,242,500.14	\$5,288,173.52	\$4,085,576.18	\$1,202,597.34
Cumberland MOB	\$1,422,410.00	\$405,526.03	\$1,016,883.98	\$591,098.61	\$425,785.37
GC AL Grading FCC 300 Parking Lot Soil Cement	\$93,624.38	\$0.00	\$93,624.38	\$38,764.05	\$54,860.33
RFP 016-23 Clayton, Lovejoy HS Addition	\$6,048,761.89	\$2,156,125.82	\$3,892,636.07	\$1,183,422.01	\$2,709,214.06
GC TW Phillips Fannie Russel Rd Lime Stab	\$1,834,349.55	\$0.00	\$1,834,349.55	\$316,960.59	\$1,517,388.96
CO Dawson Milling Machine Rental Services	\$149,107.84	\$0.00	\$149,107.84	\$22,877.56	\$126,230.28
CO Gwinnett South B Resurfacing of Major Roads	\$6,386,067.48	\$743,445.34	\$5,642,622.14	\$822,610.86	\$4,820,011.28
CO Gwinnett North A Resurfacing Major Rds	\$6,571,537.81	\$726,050.57	\$5,845,487.24	\$605,383.79	\$5,240,103.45
Talbot Co. FDR - GDOT SR 22	\$1,495,075.64	\$28,050.00	\$1,467,025.64	\$53,661.82	\$1,413,363.82
GC Providence CS Rockdale Paving	\$40,929.03	\$0.00	\$40,929.03	\$0.00	\$40,929.03
CI Dunwoody 2303 Fenhurst Place Concrete	\$9,946.45	\$1,420.00	\$8,526.45	\$0.00	\$8,526.45
GC Rogers Michael Rogers Job	\$2,937.26	\$0.00	\$2,937.26	\$0.00	\$2,937.26
GC Integrated Site Cobb EMC Warranty	\$3,620.00	\$2,500.00	\$1,120.00	\$0.00	\$1,120.00
SR 42 - Briarcliff Road Bridge Construction	\$293,604.09	\$1,122.11	\$292,481.98	\$0.00	\$292,481.98
6th Street @Banks Street Parking Lot	\$296,086.17	\$36,447.78	\$259,638.39	\$0.00	\$259,638.39
CI Nelson Drainage Imp	\$517,257.51	\$112,434.00	\$404,823.51	\$0.00	\$404,823.51
GC Baldwin Paving Lost Creek Phase 4	\$105,827.48	\$0.00	\$105,827.48	\$0.00	\$105,827.48
GC CSX 2025 Intermodal Fairburn	\$1,758,286.12	\$120,963.85	\$1,637,322.27	\$0.00	\$1,637,322.27
CO Dawson FDR For Shoal Creek Road	\$1,524,616.45	\$103,297.67	\$1,421,318.78	\$0.00	\$1,421,318.78
CI Milton FY 25 Asphalt Recon & Resurf	\$3,968,966.37	\$268,502.00	\$3,700,464.37	\$0.00	\$3,700,464.37
GDOT Carrollton Paulding Pipe Rehab	\$343,638.09	\$78,150.00	\$265,488.09	\$0.00	\$265,488.09
CO Gwinnett Schools Asphalt Rehab/Stabilization	\$1,685,126.92	\$44,988.04	\$1,640,138.88	\$0.00	\$1,640,138.88

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)

1 PROJECTS LOCATION AND DESCRIPTION	2 TOTAL OBLIGATIONS	3 SUBCONTRACTED TO OTHERS (-)	4 NET OBLIGATIONS	5 PORTION OF NET COMPLETED (-)	6 NET UNCOMPLETED WORK UNDER CONTRACT
GC Johnson Paving Oak Hill Estates Rev 2	\$149,017.69	\$0.00	\$149,017.69	\$0.00	\$149,017.69
GC My Paving Soil Cement Mercedes Benz Lot	\$64,634.51	\$0.00	\$64,634.51	\$0.00	\$64,634.51
	\$74,314,494.26	\$9,247,692.61	\$65,066,801.65	\$34,991,669.72	\$30,075,131.93

1. List the most important contracts recently executed by your company, stating approximate costs for each, and the month and year completed.

Project Name:	Location:	Date Completed:	Contract Amount:
Stone Mountain Sinkhole Repair	Stone Mountain, GA	7/2024	\$329,229.23
Norcross Mitchell Rd. Pipe Replacement	Norcross, GA	3/2024	\$138,990.91
Dockside Cove Subdivision	Gainesville, GA	11/2024	\$167,643.00
2850 Barrett Lake Blvd. Soil Cement	Kennesaw, GA	10/2024	\$459,048.70
3120 Anviblock Rd. Colliers Soil Cement	Ellenwood, GA	8/2024	\$1,179,553.30
Bent Tree Resurfacing	Jasper, GA	1/2024	\$938,876.00
Forsyth County Resurfacing	Cumming, GA	3/2024	\$5,995,161.00
Sandy Springs Paving	Sandy Springs, GA	1/2024	\$6,135,304.00
Edgewater Storm Drain	Atlanta, GA	10/2024	\$64,478.58
Drainage Repair SR 16	Jackson, GA	9/2024	\$174,637.74
Satellite Blvd Storm and Sinkhole Repair	Suwanee, GA	6/2024	\$232,743.19
Cobb EMC S. Campus Improvement	Marietta, GA	12/2024	\$1,695,220.48
Coweta County FDR	Newnan, GA	12/2024	\$7,295,612.11
Dawson County FDR	Dawsonville, GA	11/2024	\$1,864,294.08
Monroe County FDR	Forsyth, GA	10/2024	\$1,220,402.35

CSX Waycross Paving	Waycross, GA	9/2024	\$561,327.38
Mountain Lakes Estates Paving	Cumming, GA	9/2024	\$49,607.35
101 Liberty Industrial Concrete Repair	McDonough, GA	7/2024	\$10,878.15
Hill Place FDR	Atlanta, GA	2/2024	\$50,577.94
2 Bridges Park Concrete	Dunwoody, GA	1/2025	\$17,003.75
Sandy Springs 2024 LMIG	Sandy Springs, GA	9/2024	\$7,972,142.84
South Cobb Resurfacing	Lithia Springs, GA	8/2024	\$12,479,124.14
Johns Creek Winter Sidewalk Repair	Johns Creek, GA	2/2024	\$54,311.22
Milton Concrete Repair	Milton, GA	1/2024	\$492,153.74
Coweta County FDR	Newnan, GA	9/2022	\$7,329,448.51
Milton Repairs	Milton, GA	8/2023	\$3,437,075.46
Henry County FDR	McDonough, GA	10/2023	\$25,085,632.74
Stockbridge LMIG Resurfacing	Stockbridge, GA	12/2022	\$1,827,197.28
Sandy Springs Resurfacing	Sandy Springs, GA	11/2022	\$6,986,908.98
Gennett Drive Culvert Repair	Jasper, GA	7/2022	\$249,000.00
Glover Street Drainage	Covington, GA	10/2022	\$830,038.28
Heritage Way Stormwater	Fayetteville, GA	11/2023	\$178,557.22
Roosevelt Logistics Center	Palmetto, GA	7/2023	\$1,425,633.60
Ivey Oaks FDR	Tucker, GA	9/2022	\$547,492.18
Devonshire Soil Stabilization	Acworth, GA	5/23/2022	\$136,080.00



m. How long do you warrant a project?

1 Year

n. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Blount Construction Company does not possess professional liability coverage because, as a contractor, we don't do design or design-build work. Our general liability coverage does extend past the completion date and warranty of any project for a length of time according to contract stipulations.

Approach

o. Implementation plan and timeline for the project

Blount takes a strategic approach to roadway construction that ensures efficiency, meets performance requirements, and can manage any changes required. We effectively sequence construction activities to **maximize efficiency and minimize disruption**. Blount stages all equipment in a logical way that will allow roads in proximity to each other to be paved in a single equipment mobilization. **This will reduce costs** and will also **reduce potential traffic congestion**. Communication between the project manager and foreman is effectively maintained to ensure that projects are completed according to schedule. We utilize *Project Manager* software to schedule our work, providing a detailed day-by-day breakdown of where we intend to work and at what time. This assists in reducing confusion and ensuring that work can progress smoothly.

From a project management standpoint, Blount Construction Estimators also serve as project managers, which familiarizes them with the construction process and gives them in-depth knowledge about all aspects of their project. Once construction has begun, the project manager will use FMP, field management software, that provides accurate record keeping. All foremen report daily about the progress they made to FMP. Here they will post photos and daily work reports to keep track of the quantities of material they used and provide a narrative of events for the day. These reports are checked daily, and **accurate monitoring** ensures that the project maintains schedule and that the work is being performed to the expectations of the owner.

To further maximize efficiency, the team at Blount has gone to great lengths to **proactively address and prevent failures in all equipment** used in the construction process. Equipment failure has the potential to seriously impede progress and needs to be taken seriously. We run analysis on oil samples retrieved from equipment to troubleshoot problems proactively. This allows for routine maintenance to be scheduled around project times and equipment breakdowns are mitigated, to a large degree, by preventative maintenance. During critical operations, a mechanic will be on site to address any machine problems. All these factors contribute to equipment efficiency, reliability, and a quick repair process.

Blount is well suited for the upcoming Norcross Road Project due to its demonstrated ability to:

- ✓ Maintain accurate records and schedule crews efficiently
- ✓ Effectively stage phases of construction to minimize disruption
- ✓ Proactively address equipment failures
- ✓ Supply necessary Equipment
- ✓ Complete contracts within budget and stated schedule



- p. **List of your major equipment available for this contract.**

Please see the following page.

- q. **List of any subcontractors whom you would expect to use for the contract.**

Highway Markings, LLC. For Roadway Striping

Contact: Jim Troutman

Phone: 770-237-9997

Email: troutman@bellsouth.net

Gregorio's Invert Builders, LLC. For manhole and water valve adjustments

Contact: Preston Smith

Phone: 770-500-6308

Email: preston@goliathcontracting.net

Blount Construction Company, Inc.
Project-Specific Equipment

DESCRIPTION	CATEGORY
CATERPILLAR 150B	RUBBER TIRE ROLLERS
CATERPILLAR 420FB	RUBBER TIRE BACKHOE LOADERS
CATERPILLAR CW16	RUBBER TIRE ROLLERS
ENTYRNE 2017	ASPHALT DISTRIBUTORS
HAMM GRW18	RUBBER TIRE ROLLERS
HAMM HD110iVT	COMBO/RUBBER STEEL ROLLERS
HAMM HD14	ASPHALT ROLLERS STEEL DRUM
HAMM HD70	ASPHALT ROLLERS STEEL DRUM
INGERSOL RAND DD31HF	ASPHALT ROLLERS STEEL DRUM
INGERSOL RAND PT125R	RUBBER TIRE ROLLERS
INGERSOL RAND SD100	BASE ROLLERS SMOOTH DRUM
JOHN DEERE 310SL	RUBBER TIRE BACKHOE LOADERS
KENWORTH T370	ASPHALT DISTRIBUTORS
MACK DM-600	WATER TRUCKS
ROADTEC FB-100E	POWER BROOMS
ROADTEC RP-175	ASPHALT SPREADERS
ROADTEC RP-190E	ASPHALT SPREADERS
ROADTEC RX 600E	MILLING MACHINES
WIRTGEN 4' MILL	MILLING MACHINES

BLOUNT CONSTRUCTION COMPANY, INC.
EQUIPMENT LIST

Army Kaiser Jeep	Water Trucks
Army Water Truck M923	Water Trucks
Arrow Board	Traffic Control Message Boards
Bomag BW 172 D-2	Base Rollers Smooth Drum
CAT 150B	Rubber Tire Rollers
CAT 420F	Rubber Tire Backhoe Loaders
CAT 12G	Motor Graders
CAT 140G	Motor Graders
CAT 140H	Motor Graders
CAT 308DCR	Excavators
CAT 330D	Excavators
CAT 420E 4X4ES	Rubber Tire Backhoe Loaders
CAT 420F B	Rubber Tire Backhoe Loaders
CAT 725	Off Road Truck
CAT 953	Track Loaders
CAT Challenger MT465B-4P	Farm Tractors
CAT CW 16	Rubber Tire Rollers
CAT D5KLGP	Dozer
CAT PS-150C	Rubber Tire Rollers
CMI RS650	Reclaimers
CMI RS800	Reclaimers
Crafco SS125DC Melter Crack Sealer	Asphalt Distributors
Curb And Gutter Forms	Curb Forms
Dynapac CA 151	Base Rollers Smooth Drum
Dynapac CA 251PD	Padfoot Rollers
Dynapac CP 271	Rubber Tire Rollers
Etnyre E Mold Curb Mach 1980	Curb Machine/Concrete Paver
Etnyre Lowboy Rtn 55ETD	Trailers
Ford Edge	Trucks/SUVs/Auto'S
Ford Escape	Trucks/SUVs/Auto'S
Ford F-150	Trucks/SUVs/Auto'S
Ford F-150 XLT 4X2	Trucks/SUVs/Auto'S
Ford F-250	Trucks/SUVs/Auto'S
Ford F-350	Trucks/SUVs/Auto'S
Ford F-450	Trucks/SUVs/Auto'S
Ford F-450 XL 4X4	Trucks/SUVs/Auto'S
Ford F-550	Trucks/SUVs/Auto'S
Ford F-750	Service Truck
Ford F-750 - Etnyre Distributor	Asphalt Distributors
Ford F-80 MED - Etnyre S-200	Asphalt Distributors
Ford Fusion	Trucks/SUVs/Auto'S
Ford T-150	Trucks/SUVs/Auto'S
Ford Transit	Trucks/SUVs/Auto'S
Fruehauf	Trailers
Hamm 3412P	Padfoot Rollers
Hamm GRW18	Rubber Tire Rollers
Hamm H10IP	Padfoot Rollers
Hamm HD110IVT	Combo/Rubber Steel Rollers
Hamm HD14	Asphalt Rollers Steel Drum
Hamm HD70	Asphalt Rollers Steel Drum
Ingersol Rand DD31HF	Asphalt Rollers Steel Drum
Ingersol Rand DD28HF	Asphalt Rollers Steel Drum
Ingersol Rand PT125R	Rubber Tire Rollers
Ingersol Rand SD100	Base Rollers Smooth Drum
Ingersol Rand SD110F	Padfoot Rollers
Ingersol Rand SD45F	Padfoot Rollers

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)

Ingersol Rand SD70	Base Rollers Smooth Drum
Ingersol Rand SD70F	Padfoot Rollers
International 4000	Service Truck
International 5000 Paystar	Material Spreader/Rolloff
International 5600	Material Spreader/Rolloff
Jersey 103	Stone Spreader
John Deere 250D	Off Road Truck
John Deere 310SJ	Rubber Tire Backhoe Loaders
John Deere 310SK	Rubber Tire Backhoe Loaders
John Deere 310SL	Rubber Tire Backhoe Loaders
John Deere 35D	Excavators
John Deere 444K	Rubber Tire Loaders
John Deere 544H	Rubber Tire Rollers
John Deere 650H	Dozer
John Deere 650J	Dozer
John Deere 672G	Motor Graders
John Deere 750J	Dozer
John Deere 772	Motor Graders
Kawasaki 65ZV	Rubber Tire Loaders
Kenworth	Service Truck
Kenworth T 300	Water Trucks
Kenworth T 880 Tractor	Lowboys
Kenworth T300	Service Truck
Kenworth T370 - Entyrne	Asphalt Distributors
Kenworth T880 Tractor	HA5 Distributor
Kenworth W900B (3000 Gallon Tank)	Water Trucks
Kobelco SK 210 LC	Excavators
Komatsu PC138	Excavators
Komatsu PC 270 LC	Excavators
Komatsu PC 300	Excavators
Komatsu PC 290 LC	Excavators
Komatsu PC 35 MrR	Excavators
Leica GB 5714	Ground Penetrating Radar
Leica GB 5722	Ground Penetrating Radar
Leica H2A132	Ground Penetrating Radar
M90 C15 Lite Arrow Board	Traffic Control Message Boards
M90 E15 Lite Arrow Board	Traffic Control Message Boards
Mack 600 Water Truck (4,000 Gal)	Water Trucks
Mack CHN 600 Tractor	Lowboys
Mack CHU 613 Tractor	Lowboys
Mack CS 300	Flat Bed Dumps
Mack DM 600	Water Trucks
Mack DM 685S	Water Trucks
Mack DM 685S W	Water Trucks
Mack GU 813	Sand Spreader
Mack RD 688S	Material Spreader/Rolloff
Mack Tractor CHN 613	Lowboys
Midland SA Road	Widener
Morooka MST 2000	Off Road/Articulating
New Holland LS185	Skid Steer Loaders
Peterbilt 320	Material Spreader/Rolloff
Peterbilt COE 320	Material Spreader/Rolloff
Power Curber Mach 5700B	Curb Machine
Powerscreen Warrior 800	Screeners
Roadtec FB100E	Power Brooms
Roadtec FB85-155	Power Brooms
Roadtec RP-170	Asphalt Spreaders
Roadtec RP-175	Asphalt Spreaders
Roadtec RP190	Asphalt Spreaders

Roadtec RP-190E	Asphalt Spreaders
Roadtec RX 300-4E	Milling Machines
Roadtec RX 600E	Milling Machines
Roadtec SB-2500E	Shuttle Buggy
Roadtec SX-8	Reclaimers
Roadtec SX-8E	Reclaimers
Rosco Challenger	Power Brooms
Sakai SW-800-2	Asphalt Rollers Steel Drum
Steam Cleaner	Shop Equipment
Sterling Acterra	Flat Bed Dumps
Sterling Acterra SC800 - Elgin Eagle Sweeper	Power Brooms
Sterling Acterra 16'(Asphalt Water)	Water Trucks
Sterling Acterra L7500	Asphalt Distributors
Sterling LT-750	Material Spreader/Rolloff
Takeuchi TL250H	Skid Steer Loaders
Trailking	Hd Trailers
Variable Message Board	Traffic Control Message Boards
Volvo Water Truck (4,000 Gal)	Water Trucks
Waaw 15 Lite Arrow Board	Traffic Control Message Boards
Wirtgen 4' Mill	Milling Machines

APPENDIX D

ITB PW 25-09

REFERENCES

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your scores if we are not able to contact your references, or they do not respond in time.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide four (4) reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

References for Blount Construction Company, Inc.

Please provide a list of contact numbers, addresses and a contact person for at least four (4) projects completed (or in progress) having a similar specification and scope of work.

City of Norcross requests a minimum of four (4) references where work of a similar size and scope has been completed (or in progress).

Company Name: City of Milton
 Description of Project: FY22/23-Milling and Resurfacing 24 roadways, totaling 76,000 SY in area, both in residential and commercial parts of the city.
 Completion Date: November 2023
 Contact Person: Matthew Fallstrom
 Telephone: (678) 242-2558 Fax: _____
 Email address: Matthew.Fallstrom@cityofmiltonga.us

Company Name: Forsyth County Department of Engineering
 Description of Project: FY 23/24 Resurfacing numerous county roads, mostly within subdivisions with 23,000 tons of 9.5mm and 15,000 tons of 12.5 asphalt paving.
 Completion Date: May 2024
 Contact Person: Tim Allen
 Telephone: (770) 781-2165 Fax: _____
 Email address: TAllen@forsythco.com

Company Name: Coweta County
 Description of Project: FY 2022 Full Depth Reclamation to 42 county roads and 16 others with standard asphalt resurfacing. 15.91 miles of roadway repair.
 Completion Date: December 2022
 Contact Person: Bob Palmer
 Telephone: (770) 683-7623 ext. 8216 Fax: _____
 Email address: BPalmer@cowetaga.us

Company Name: City of Dunwoody
 Description of Project: 2023 Resurfacing and crack seal project consisting of 39 roads. Milling at variable depth (19,500 SY), 1.5" for streets (78,000 SY)
 Completion Date: December 2023
 Contact Person: David Ayers
 Telephone: (678) 382-6854 Fax: _____
 Email address: David.Ayers@dunwoodyga.gov

Company Name: City of Peachtree Corners
 Description of Project: 2023 Resurfacing Project consisted of milling and replaced 55 damaged sections of roads throughout the city. 40,100 SY were milled/removed. 9.5mm on all roads.
 Completion Date: October 2023
 Contact Person: James Nguyen
 Telephone: (470) 395-7029 Fax: _____
 Email address: JNguyen@peachtreecornersga.gov

Company Name: Henry County
 Description of Project: Roadway resurfacing, Milling, Asphalt Paving
 Completion Date: Various resurfacing projects 2020-2024
 Contact Person: Donna Holder
 Telephone: (770) 288-6264 Fax: _____
 Email address: Djholder@co.henry.ga.us

APPENDIX F
ITB PW 25-09
E-VERIFY AND SAVE FORMS

The required forms are found in the related/supporting documents section. A complete submission includes the E-Verify and SAVE forms along with a copy of the selected form of identification.



SAVE Public Benefit Affidavit O.C.G.A. § 50-36-1

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant's lawful presence in the United States (Ga. Code 50-36-1(f)(2)). The applicant shall execute this affidavit in front of a Notary and return it to the city along with the associated application, renewal form, contract, bid packet, or other applicable document.

By executing this affidavit under oath, as an applicant for FY 25 Road Resurfacing Project (Occupational Tax license or Alcoholic Beverage license or any other Public benefit) as referenced in O.C.G.A. § 50-36-1, from the City of Norcross, the undersigned applicant verifies one of the following with respect to my application for public benefit. (Please check one)

- 1) X I am a United States citizen. (REQUIRES VERIFICATION AT SUBMISSION)
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1(f) (1) A complete list of secure and verifiable documents on back of this form.

REQUIRES VERIFICATION AT SUBMISSION – Which type of secure and verifiable document was provided with this affidavit? drivers license

In making the above representation under oath, I understand that any person who knowingly and willfully who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

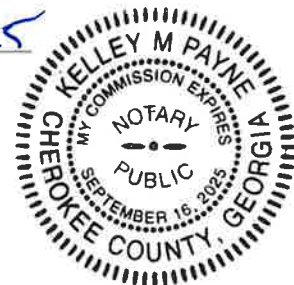
I, Jason Walker (representative for) Blount Construction Company, Inc.
(Printed NAME of individual and natural person) (Name of BUSINESS, corporation, partnership, etc.)

[Signature] 6/16/2025
Signature of Applicant Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 16th DAY OF June, 2025

Executed in Marietta (City), Georgia (State)

[Signature] 9-16-2025
NOTARY PUBLIC Signature My Commission Expires





E-Verify Contractor Affidavit O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Project Name: PW 25-09 Road Resurfacing Project Date of Project: 2025

Legal Name of Contractor: Blount Construction Company, Inc.

Address: 1730 Sands Place City: Marietta State: GA Zip Code: 30067

Federal Work Authorization User Identification Number (E-Verify Number): 129210 (4-6 digit numeric #)

Date of Authorization: 1-4-2008

EXEMPT: YES OR NO NO

***If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number: _____**

I hereby declare under penalty of perjury that the foregoing is true and correct

Signature of Authorized Officer/Agent [Signature] Date 6/16/2025 Printed Name and Title of Authorized Officer/Agent Jason Walker Vice President

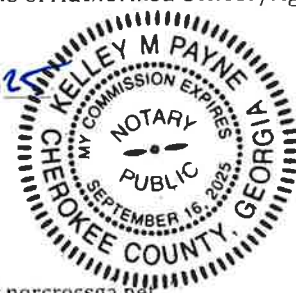
MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 16th DAY OF June, 2025

Executed in Marietta (City), Georgia (State)

NOTARY PUBLIC Signature [Signature]

My Commission Expires 9-16-2025



APPENDIX G
ITB PW 25-09
ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Acknowledge Receipt (initial)
<u>1</u>	<u>6/9/2025</u>	<u></u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

☐ No addenda were received:

Acknowledged for: Blount Construction Company, Inc.
(Name of Firm)


Signature of Authorized Representative

Jason Walker
Name (Print or Type)

Vice President
Title

6/16/2025
Date

APPENDIX H

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)



City of Norcross
 65 Lawrenceville Street, Norcross GA 30071
 Office: 678-421-2069 Fax: 770-255-2335
www.norcrossga.net

Addendum 1 – Q&A
 Road Resurfacing ITB
 PW 25-09

The following changes and clarifications to the ITB are provided based on questions received and must be added/considered when completing your proposal:

Jason Walker
Vice President

Clarifications

1. Q: What is the anticipated budget for this project/report?
A: The city does not advertise anticipated project budgets for sourcing events.
2. Q: Should the Bid Price sheet be included in the two printed copies and one electronic copy (USB) or should the Bid Price sheet just be in one separate, sealed envelope?
A: The bid price sheet should be submitted in a separate, sealed envelope. Bidders should not include the bid price sheet in the two paper copies or the electronic copy.
3. Q: The bid documents state that subcontractors must submit an E-Verify Affidavit, but the only affidavit included in the bid documents is an E-Verify Affidavit for the Contractor. Are we to use this form for subcontractors as well or can you provide an additional form just for subcontractors?
A: The E-Verify affidavit for contractors was excluded in error and was posted on May 20, 2025, as addendum #1 for the posting. Bidders should use the respective forms for contractors and subcontractors.
4. Q: What is the anticipated milling depth?
A: Feather mill the entire width of street to 1.5 Inch below Gutter. Patching depth is 4 Inch's. Final Topping should be Flush with Gutter.
5. Q: What is the order of operations regarding the milling, patching, and topping?
A: The entire width of the road shall be feather-milled. Mill the patch areas and place the asphalt on the same day. The topping must be placed as soon as possible, but no later than one week. The street shall be broomed clean after milling and asphalt placement, ensuring no loose material remains at the end of each day.
6. Q: Note D on the project scope page states that patching shall include 8" GAB, 2" 19mm, and 1.5" 12.5mm but the patching items on the bid form state that the patching is 4" 19mm. Which is correct?
A: Refer to change item 2. The correct patching requirements are 4" 19mm binder.
7. Q: Can the City please provide a quantity for the water valves on each street if you would like them to be adjusted using concrete?
A: Quantities will not be provided. Please list a cost per valve adjusted.
8. Q: Will the contractor be required to tie in side streets to the back of the radius?
A: No.

9. Q: Could the City please combine all of the similar bid items instead of having separate bid items for each street? Combining similar items will simplify estimating and pricing, allow for easier project administration, and less paperwork for both the contractor and the city. It appears this has already been done for the Crack Sealing, Traffic Control and Mobilization items.

A: Please see change item 3 for details on the revised bid sheet that should be submitted in a sealed envelope.

10. Q: On the E-Verify Contractor Affidavit in the original bid docs – it is highlighted that we are responsible for submitting E-Verify affidavit on every subcontractor. Does the form need to be included with the bid or can it be submitted before the subcontractors mobilize to go to work? If it needs to go with bid, can the City provide a form?

A: Subcontractor affidavits (if applicable) are required to be submitted with the bid package.

11. Q: Will the contract be awarded to 1 bidder? Or will the City select Bids based on lowest price per road?

A: The contract will be awarded to one bidder who will complete the entire resurfacing project.

12. Q: How long will the contractor be allowed to let traffic drive on the milled surface?

A: As soon as possible. The contractor will be given up to one week to apply topping after milling is complete.

13. Q: Will any of the roads listed in the proposal have any work hour restrictions?

14. Q: Will advance warning signs on portable stands be allowed? Or will the City require the contractor to post mount the signs?

A: Portable or temporary signs will be allowed.

15. Q: The pay items for pavement markings are inconsistent. Some roads have stop bars listed as EACH, others have them listed as LUMP SUM. The same is true for Crosswalks. Please review these items and adjust the unit of measure to be consistent throughout the bid form.

A: See change item number 3.

16. Q: Several roads have a line item labeled "Striping" and is paid by the lump sum. The proposal does not offer details on any of the striping. Can you please clarify what is to be included in this pay item?

A: Bidders should include pricing by linear foot. See change item 1 and change item 3, revised bid sheet.

17. Q: Will the contractor be required to pave to the railroad intersection for Jones Street and Thrasher Street?

A: Yes, contractors are able to pave up to 4 feet from the railroad tracks.

18. Q: Will the city be able to provide information on the number of trains per day for insurance purposes?

A: The city will contact the railroad company to determine if this is possible.

19. Q: Will the contractor need to pave or skip the parking stalls where applicable?

A: Parking stalls should be paved where applicable.

20. Q: Should manholes be adjusted with concrete collars? Will the city provide detailed examples?

A: Yes. See ITB document section 1.1.l, which refers to specifications for concrete collars.

21. Will the contractor be required to pave within 25 feet each side of the railroad tracks on Jones Street? If so, are we required to carry railroad insurance and railroad flagging? If needed, please provide railroad owner, railroad milepost, number of freight and passenger trains per day and slow down orders.

A: Yes, the contractor will be required to pave up to 4 feet to the rail line on both sides. Contractor is not to encroach beyond 4 feet of the tracks on either side. Contractor will be responsible for notifying Public Works at least 10 days prior to paving roads with railroad tracks. The city will be responsible for the coordination of and costs associated with railroad insurance and railroad flagging.

22. Can the city please provide a concrete manhole adjustment detail?

A: Refer to answer to question number 20.

23. Are all parking stalls to be paved?

A: Yes, where applicable.

24. Will the city require trackless tack or will regular tack be accepted?

A: Use of any tack material approved by GDOT is acceptable.

Changes

1. Page 4 of the ITB document, Item 1.1 Project scope, add the following:

*The scope includes 25 roads within city limits, listed below. Striping will be required for three streets: College Street, Thrasher Street NW, and North Peachtree Street**

- | | |
|--|-------------------------------------|
| 1. Gloucester Place | 13. Jones Street Northwest |
| 2. William Place Northwest | 14. Williams Street |
| 3. College Street* | 15. Huddersfield Way |
| 4. East Gloucester Place | 16. North Barton Street |
| 5. Goodwick Way Northwest | 17. Summertown Drive |
| 6. Carlyle Street Northwest | 18. Thames Court |
| 7. Western Hills Drive | 19. Lanier BLVD. Northwest |
| 8. Born Street | 20. South Barton Street |
| 9. Thrasher Street Northwest* | 21. Everglades Trail |
| 10. Coventry Court | 22. Anamanda Close |
| 11. North Peachtree Street NW* | 23. Hammond Drive Northwest |
| 12. Everglades Lane & Everglades Lane NW | 24. Hickory Springs Drive Northwest |
| | 25. Kelly Street |

2. Page 4 of the ITB document, Item 1.1.d which refers to patching portion of the project scope shall be changed to the following:

"Patching shall include 4-inch depth milling down to existing subgrade, compact subgrade, and place 4 inches of 19mm binding."

3. Page 21 of the ITB document, Appendix E – bid sheet, the following changes have been made:

A revised bid sheet has been attached for bidders' use. The revised bid sheet groups similar bid items for all roads in the project scope. The revised bid sheet must be submitted. Refer to addendum attachment 1.

END OF ADDENDUM #2



**Jason Walker
Vice President**

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Blount Construction Company, Inc.
1730 Sands Place
Marietta, GA 30067

OWNER:

(Name, legal status and address)

City of Norcross
345 Lively Avenue
Norcross, GA 30071

BOND AMOUNT: \$ 5%

Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

ITB PW 25-09 - Road Resurfacing - Norcross, GA

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of
America
One Tower Square
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

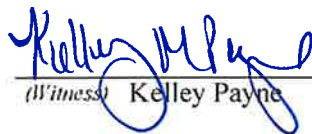
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision of this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 16th day of June, 2025


(Witness) Kelley Payne


(Witness) Elizabeth White

Blount Construction Company, Inc.
(Principal)

By: 
(Title) Jason Walker Vice President

Travelers Casualty and Surety Company of America
(Surety) (Seal)
By: 
(Title) Kevin M. Neidert Attorney-in-Fact





Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint Kevin M. Neidert of Atlanta, GA, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **4th** day of **March**, 2024.



State of Connecticut

City of Hartford ss.

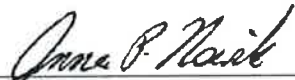
On this the **4th** day of **March**, 2024, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026



By: 
 Bryce Grissom, Senior Vice President


 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

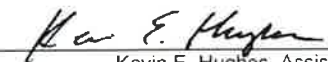
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **June 16**, 2025




 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/31/2024

L.4.b

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Yates, LLC 2800 Century Parkway NE Suite 300 Atlanta GA 30345-	CONTACT NAME: PHONE (A/C, No, Ext): 404-633-4321 FAX (A/C, No): 404-633-1312 E-MAIL ADDRESS: certs@yatesins.com
INSURED Blount Construction Co Inc 1730 Sands Place Marietta GA 30067	INSURER(S) AFFORDING COVERAGE INSURER A: BITCO National Insurance Company INSURER B: Great American Insurance Company INSURER C: BITCO General Insurance Corporation INSURER D: Navigators Insurance Company INSURER E: INSURER F:

BLOUC001-C

NAIC #

20109

16691

20095

42307

COVERAGES**CERTIFICATE NUMBER:** 1251101738**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:			CLP3752723	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CAP3752725	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000			TUU033025216	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC3752721	1/1/2025	1/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Excess Automobile Liability			GA25EXCZ0K6X1V	1/1/2025	1/1/2026	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to policy terms, conditions, forms and exclusions, the insurance coverages afforded by the policies above include the following when required by written contract for the certificate holder and/or entities listed below: Blanket Additional Insured in regards to General Liability for ongoing and completed operations and Automobile Liability; Blanket Primary and Non-Contributory in regards to General Liability; Blanket Waiver of Subrogation in regards to General Liability, Automobile Liability and Workers' Compensation; Per Project Aggregate applies to the General Liability. Umbrella is subject to policy limits, forms, terms, conditions, and exclusions.

See Attached...

CERTIFICATE HOLDER**CANCELLATION**

City of Norcross, its elected officials, and employees
65 Lawrenceville Street
Norcross GA 30071

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved

AGENCY CUSTOMER ID: BLOUCO01-C

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Yates, LLC		NAMED INSURED Blount Construction Co Inc 1730 Sands Place Marietta GA 30067	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

FORMS:

GL3086 (10/19) - Transportation Contractors Extended Liability Coverage
 AP0401 (10/17) - Broadened Coverage - Automobiles
 WC000313 (4-84) - Waiver of Our Right to Recover From Others Endorsement
 GAI6003 (6/97) - Schedule of Underlying Insurance

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)

APPENDIX B – COMPENSATION FOR 2025 ROAD RESURFACING PROGRAM

Attachment: CON Agreement with Blount Construction Company (25-7358 : Award of Contract for 2025 Road Resurfacing)

ADDENDUM #1 - REVISED BID SHEET

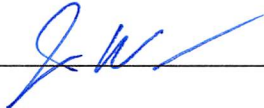
ITB PW 25-09 ROAD RESURFACING					
BID SCHEDULE (25 STREETS)					
Pay Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Milling	SY	137652	\$ 2.40	\$ 330,364.80
2	Patching 19mm Superpave 4 Inch Depth)	Tons	8036	\$ 136.75	\$ 1,098,923.00
3	Inlay Asphalt (1.5" 9.5mm Superpave)	Tons	10190	\$ 117.75	\$ 1,199,872.50
4	Thermoplastic Solid 24 Inch (Stop Bar)	Each	58	\$ 102.00	\$ 5,916.00
5	Thermoplastic Crosswalk	Each	7	\$ 615.00	\$ 4,305.00
6	Manhole Adjustments	Each	169	\$ 1,050.00	\$ 177,450.00
7	Valve Adjustments	Each	25	\$ 850.00	\$ 21,250.00
8	Speed Tables	Each	2	\$ 4,950.00	\$ 9,900.00
9	Striping (8504.3 FT)	Lump Sum	1	\$ 21,750.00	\$ 21,750.00
10	Crack Sealing	C/L Miles	9	\$ 7,625.00	\$ 68,625.00
11	Mobilization	Lump Sum	1	\$ 6,280.00	\$ 6,280.00
12	Traffic Control	Lump Sum	1	\$ 107,500.00	\$ 107,500.00
SUM (ALL PAY ITEMS):					\$ <u>3,052,136.30</u>

BIDDER, in compliance with the Invitation to Bid for the construction of this project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the production and contract requirements, within the time set forth therein, and at the price(s) stated above. This price is to cover all expenses including overhead and profit incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER verifies that all information provided in response to this bid package is truthful and accurate to the best of the Bidder's knowledge and belief.

This bid is submitted to the City of Norcross by:

Firm Name: Blount Construction Company, Inc.

Authorized Representative: 

Firm Address: 1730 Sands Place, Marietta, Georgia 30067



Department of Public Works
345 Lively Avenue, Norcross GA 30071
Office: 678-421-2069 Fax: 770-255-2335
www.norcrossga.net

L.4.c

Bid Tabulation
Road Resurfacing
ITB PW 25-09
June 16, 2025
345 Lively Avenue, Norcross, GA 30071

Company Name	Bid Amount
Blount Construction	\$3,052,136.30
Atlanta Paving and Construction	\$3,448,695.94
Stewart Brothers	\$3,663,309.56
Surface Masters	\$3,525,879.55
C.W. Matthews	\$3,415,952.06
Allied Paving	\$3,361,460.00
Sunbelt Asphalt	\$3,088,423.71
Vertical Earth	\$3,725,282.43
E.R. Snell	\$3,532,867.40
Georgia Paving	\$3,020,812.66
Triple R Paving and Construction	\$3,194,446.98

Attachment: ITB PW 25-09 Bid Tabulation (25-7358 : Award of Contract for 2025 Road Resurfacing)

Summit Construction and Development	\$3,206,272.5

Award will be made to the ***most responsive and responsible lowest bidder***. Awards will not be automatically awarded to the lowest bidder. The City will review all bids for responsiveness and responsibility. Bidders must comply with specification guidelines, show evidence of experience and qualifications, and provide proof that they are qualified to carry out the scope of work.



**City of Norcross
Department of Public Works**

**INVITATION TO BID
ROAD RESURFACING
ITB PW 25-09**

Attachment: ITB PW 25-09 Packet (25-7358 : Award of Contract for 2025 Road Resurfacing)

City of Norcross

Department of Public Works

INVITATION TO BID ROAD RESURFACING ITB PW 25-09

OVERVIEW:

The City of Norcross is seeking sealed competitive bids from qualified contractors for a road resurfacing project as a part of the city's 2025 road resurfacing program.

All work must be completed in 120 days from when Notice to Proceed is issued and in accordance to industry specifications and standards.

The BID package should be clearly marked “**ITB PW 25-09 – ROAD RESURFACING**” on its face and submitted by **11:00 a.m. on June 16, 2025**, to the address below. Please submit two printed copies and one electronic copy (USB) of your package to:

Charlene Marsh
Capital Projects Manager
ITB PW 25-09 – ROAD RESURFACING
City of Norcross – Public Works
345 Lively Avenue
Norcross, GA 30071

Both printed and electronic copies must contain the same information.

Please submit questions/requests via **e-mail only** to the Capital Projects Manager at procurement@norcrossga.net by **5:00 p.m. on May 28, 2025**. A Q&A addendum will be posted within a week.

An **optional, but highly recommended** pre-bid meeting with a site visit will take place on **May 28, 2025, at 11:00 a.m.** at the Public Works department located at 345 Lively Avenue Norcross GA 30071.

BIDS will be opened and publicly read at **11:05 a.m. on June 16, 2025**, at the address noted above.

No BID will be received or accepted after the above specified date and time. Submissions received after the designated date and time will be deemed invalid and returned unopened to the firm.

No BID may be withdrawn within thirty (30) days after the BID opening. Requests for withdrawals must be submitted in writing. All BIDS shall remain firm for 90 days after bid opening.

We appreciate your interest in the City of Norcross!

Attachment: ITB PW 25-09 Packet (25-7358 : Award of Contract for 2025 Road Resurfacing)

BID CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to a BID for the City of Norcross

1. _____ **Read the *entire* document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the City of Norcross' staff member's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the ITB and is an excellent source of information for any questions you may have.
3. _____ **Attend the Pre-bid meeting** if one is offered. These meetings provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the ITB.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the Capital Projects Manager by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the ITB. All addenda issued for this ITB will be posted on the City's website and will include all questions asked and answered concerning the ITB.
5. _____ **Follow the format required in the ITB** when preparing your response. Provide point- by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer all questions and requirements. Do not assume the City or Evaluation Committee will know what your capabilities are or what items/services you can provide, even if you have previously contracted with the City. Evaluations are based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., sample budget form, certification forms, etc.
8. _____ **Check the City website for ITB addenda.** Before submitting your response, check the City website at <https://www.norcrossga.net/bids.aspx> to see whether any addenda were issued for the ITB.
9. _____ **Review and read the ITB document again** to make sure that you have addressed all requirements.
10. _____ **Submit your response on time.** Note all the dates and times listed and be sure to submit all required items on time. Late and incomplete responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Company's Response.

1.0 INTRODUCTION

The City of Norcross is seeking sealed competitive bids from qualified contractors for a road resurfacing project as a part of the city's 2025 road resurfacing program. The 25 roads are displayed in the maps included as Appendix B.

1.1 PROJECT SCOPE

The project will consist of milling and resurfacing to include repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, adjustments of water valves and manholes, and the installation of pavement striping and markings as directed. Please refer to exhibits attached.

- a. Streets scheduled for milling and resurfacing will consist of the furnishing of all materials, labor, and equipment for the complete construction including but not limited to repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, maintaining traffic control measures, milling existing pavement, installing tack coat, installing asphaltic concrete surface, course applying high density mineral bond, adjustments of water valves & manholes, and the installation of pavement striping, and markings as directed, performing cleanup and related work.
- b. At locations where the asphalt is higher than the gutter, the milling depth will be greater than the inlay depth. The milled surface at those locations shall be 1.5" below the gutter and the completed asphalt surface shall be flush with the gutter.
- c. The pavement to be placed after milling the existing wearing course is a one and one half (1-1/2) inch 9.5MM super-pave asphalt.
- d. Patching shall include 8" GAB over compacted subgrade, 2" of 19MM super-pave, and 1.5" of 12.5 MM super-pave surface course.
- e. Load tickets that meet Georgia Department of Transportation specifications must accompany all delivered materials. The contractor must supply copies of all asphalt tickets to the city.
- f. AC-20 or AC-30 bituminous tack shall be used on these projects. All surfaces shall be cleaned completely and thoroughly dried before any tack is applied. Tack shall not be applied when the pavement is wet. Bituminous tack shall be applied between .04 and .06 gallons per square yard. All materials and equipment used to perform the bituminous tack coat shall be considered incidental to the work and included in the bid price for other pay items.
- g. Roll curb shall be per Gwinnett County Detail 607.
- h. Contractor shall be responsible for implementing and maintaining all necessary traffic control measures. Contractor shall submit a traffic control plan to the City for approval prior to commencing. Any operations at a given location traffic control plan shall at minimum conform to the requirements set forth in the MU TCD.
- i. Manhole Adjustment and Water Valve Box Adjustment: It shall be the Contractor's responsibility to note and mark the location of each water valve

- box and manhole covers on the streets to be resurfaced prior to the resurfacing work then locate and adjust each of these after resurfacing.
- j. Structures shall be adjusted within 10 days after the road is resurfaced.
 - k. The existing pavement will be removed a minimum of 9" outside of the most exterior points of the structures.
 - l. Concrete Collars are to be installed on all valves and manholes per Gwinnett County Standard 502.
 - m. Structures will be adjusted to pavement grade using bricks, shims, or other non-organic material.
 - n. Concrete having a minimum compressive strength of 3000 psi at 28 days shall be placed around the adjusted structure, consolidated to fill the voids, and finished to pavement grade. Care should be taken to prevent concrete from falling into manholes, with any such material being removed by the contractor as soon as possible.
 - o. Concrete shall be protected from traffic for a minimum of 3 days with steel plates, or other measures as approved by the City Engineer or Department of Public Works, Utilities and Parks.
 - p. The unit prices bid for Manhole adjustment and Walter Valve Box Adjustment will be for all work performed, including excavation and disposal of existing material, adjustment of structure, traffic control, and protection of the concrete.
 - q. The contractor will give the City at least 24 hours' notice as to the locations to be adjusted to allow for inspection scheduling.
 - r. The City reserves the right to adjust any structures using in-house labor as deemed practicable.
 - s. In the event an existing casting or structure is found to be structurally deficient, it shall be reported to the Public Works, Utilities and Parks Department for evaluation.

1.2 SPECIFICATIONS

1.3 GENERAL INFORMATION

- 1. It is extremely important that project schedules ARE met. Only those firms with the necessary resources and a commitment to complete all work on schedule should submit a bid.
- 2. The City of Norcross will expect to liaise with a single project manager representing the prime contractor (and the sub-contractors).
- 3. The City will select the most responsive, lowest bidder whose bid best represents the best interest of the City.
- 4. The City of Norcross reserves the right to cancel this solicitation at any time when it is determined to be in the best interest of the City.

5. The City of Norcross also reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.
6. The City of Norcross reserves the right to approve sub-contractors.
7. Any selection made because of this notice will be based strictly on qualifications and adherence to the submission guidelines, without regard to race, color, religion, sex, or national origin.
8. It is the responsibility of all firms interested in submitting a bid for this advertisement to routinely check the posting on the website for any revisions to this solicitation and addenda issued.
9. It is the responsibility of all firms to read this advertisement in detail and provide all requested information including forms and appendices.
10. Incomplete submittals will be considered non-responsive, thus disqualified. Late submittals will not be accepted.

1.4 BID SUBMISSION GUIDELINES

Bidding requirements will consist of the following:

1. Statement of Qualifications and Equipment
2. Bid Form
3. References
4. Acknowledgement of Addenda
5. Bid Bond (if bid amount is over \$30,000)
6. Certificate of Liability Insurance
7. E-Verify Contractor & SAVE Affidavits

1.5 SCHEDULE OF EVENTS

See **Appendix A** for the detailed Schedule of Events.

1.6 COMMUNICATIONS WITH STAFF

All questions about this ITB should include the company name and the referenced ITB section in the following format:

Company Name

1. Question

Citation of relevant section of the ITB

2.0 REQUIREMENTS

Bid must include labor and all materials as specified; no substitutions for materials

are allowed unless approved by City of Norcross.

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR BIDS.

2.1 GENERAL CONDITIONS

2.1.1 Qualifications

2.1.1.1 Bids will be considered only from experienced and well-equipped Contractor(s) engaged in work of this type and magnitude. Bidders must provide their own materials and tools for this contract.

2.1.1.2 Bidders may be required to submit evidence setting forth qualifications which entitle their company for consideration as a responsible Vendor. A list of work of similar character successfully completed within the last five years may be required, which lists the location, size, and scope for use on this work. Before accepting any bid, the City may require evidence of the Vendor's financial ability to successfully perform the work to be accomplished under the contract.

2.2 GUARANTEE TO ACCOMPANY BID

2.2.1 If the bid amount is greater than \$30,000.00, then bids must be accompanied by an acceptable bid bond in an amount not less than five percent (5%) of the bid amount per section. Failure to submit a bid bond will be a cause for rejection.

2.3 JOINT VENTURES

2.3.1 Joint Ventures between two contractors will not be allowed. The General Contractor shall be required to perform all aspects of this projects and will not be allowed to sub-contract these items.

2.4 AUTHORITY TO SIGN

2.4.1 Bidder must ensure that the legal proper name of their firm and/or corporation is printed OR typed as appropriate on all documents.

2.5 RIGHTS RESERVED

2.5.1 The City of Norcross reserves the right to reject any or all bids, to waive

informalities or to re-advertise. It is understood that all bids are made subject to this agreement, and that the City of Norcross reserves the right to decide which bids it deems the most qualified and lowest cost. In arriving at this decision, full consideration will be given to the experience and qualifications of the Bidder, their financial responsibility, costs and bid amount, work of this type successfully completed and past performance with the City of Norcross.

2.5.2 Bidders are advised to examine all corresponding documents carefully and to make examinations of the site(s) of the proposed work, as necessary, to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully regarding conditions under which the work will be performed. The City will not be responsible for the Bidder's errors or misjudgment, nor for any information on location conditions or general laws and regulations.

2.5.3 Any unauthorized additions, conditions, limitations, or provisions attached to the Bid shall render it informal and may be cause for rejection.

2.6 AWARD OF CONTRACT

2.6.1 Contract will be made to the **most responsive and responsible lowest bidder**. Contracts will not be automatically awarded to the lowest bidder. The City will review all bids for responsiveness and responsibility. Bidders must comply with submission guidelines, show evidence of experience and qualifications, and provide proof that they are qualified to carry out the scope of work.

The contract will be awarded to the most qualified vendor whose bid will cost the least and prove to be the most advantageous to the City, experience, technical considerations, cost, and other factors considered. The City is to make the determination.

The City of Norcross reserves the right to reject any or all bids, to waive technicalities, and to make an award deemed in its best interest.

The City reserves the option to negotiate terms, conditions, and pricing with the most responsive, responsible and lowest bidder at its discretion.

2.6.1.1 The bid evaluation will be based on the following criteria:

- Bid price
- Compliance with submission guidelines and specifications (including any required forms and documents)
- Ability to perform scope of work and meet deadlines
- References

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your evaluation if we are not able to contact your references, or they do not respond in time. References will be contacted within a week of the submission deadline.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide three (3) recent reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

- 2.6.2** Prior to award of the Contract, the successful Bidder will be required to submit a schedule to the City, demonstrating the Bidder's ability to commence and proceed in a timely manner. Due to time constraints on this contract, it is mandatory that the work be performed simultaneously and immediately. A bidder's failure to demonstrate the ability to proceed as required may result in contract cancellation, as deemed in the City's best interest.
- 2.6.3** Failure to demonstrate the ability for simultaneous contract execution and progression will result in, at the City's discretion, contract cancellation, re-advertising of any and/or all these contracts, or awarding any or all of the contract to the next **most responsive and responsible lowest bidder**.
- 2.6.4** If the contract amount is greater than \$30,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful bidder by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross prior to execution of contract. Bonds given shall meet the requirements listed in this ITB.

2.7 PRODUCTION REQUIREMENTS

- 2.7.1** The successful bidder will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence to complete the work according to specifications in the ITB within 90 days from the Notice to Proceed.

2.8 PRICES AND INVOICING PROGRESS PAYMENTS AND RETAINAGE

- 2.8.1** Payment shall be provided based on the cost schedule provided in bidder's response. Bidder shall submit an invoice with NET 30-day payment terms for services performed for the City of Norcross under the terms of the executed contract. The invoice shall be directed to **Donald Maxwell, Stormwater & Roads Superintendent at 345 Lively Ave, Norcross, GA 30071**. The invoice shall contain a complete itemization of services. The total amount due, invoice number, invoice date, the designated project number, if applicable, and the City of Norcross' Purchase Order Number. After work has commenced, progress payments shall be made monthly, based on the value of work completed as provided in the contract documents.
- 2.8.2** The City shall retain a maximum of 10% of each progress payment; provided, however, when 50% of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract work and its progress are reasonably satisfactory to the City, the City shall withhold no more retainage.

2.9 LOCATION AND SITE(S)

- 2.9.1** The site(s) of the proposed work is within City limits of the City of Norcross, Georgia.
- 2.9.2** The Contractor shall accept the site(s) in its present condition and carry out all work in accordance with the requirements of the specifications as indicated in the appendices or as directed by the Department of Public Works, Utilities and Parks.
- 2.9.3** The Contractor, before submitting a bid is required to visit the site(s) and acquaint themselves with the actual conditions and the location of any and/or all obstructions that may exist on the site(s).
- 2.9.4** The Contractor is responsible for the location of, above and below ground utilities and structures, which may be affected by the work.

2.10 COMPLIANCE WITH OSHA STANDARDS AND REGULATIONS

- 2.10.1** The work connected with this Contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Norcross.

2.11 MATERIALS

2.11.1 Unless otherwise specified in the Contract, the bidder shall provide and assume full responsibility for all services, materials, equipment, labor, and all other facilities and incidentals necessary for the completion of this project.

2.11.2 All materials and equipment incorporated into the work shall be of good quality, except as otherwise provided in the Contract. All special warranties and guarantees required shall expressly run to the benefit of the City.

2.12 INSPECTION

The City of Norcross does not commit to having a full-time inspection or testing of

work while in progress or at sources of materials furnished. Any lack of inspection

and/or testing will in no way relieve the Contractor of his responsibility to provide quality workmanship in accordance with the specifications. Any test ordered under the supervision of the City that fails to meet standards or any retesting that is required will be at the Contractor's expense.

2.13 NON-COLLUSION

2.13.1 Bidder(s), by submitting a bid, certify that the accompanying bid is not the result of, or affected, by any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

2.14 CONTRACT REQUIREMENTS

2.14.1 The successful bidder is required to do the following within ten (10) days of Notice:

2.14.1.1.1 Return to the Department of Public Works, Utilities & Parks contract documents executed by the authorized representative attested by the corporate secretary treasurer.

2.14.1.1.2 Provide Insurance Certificates policies of the following types:

1. Workers' compensation coverage in accordance with the statutory requirements of the jurisdiction in which Services are to be performed.
2. Employer's liability insurance with a minimum of \$250,000.

3. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined of at least \$1,000,000 aggregate.
4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000 per occurrence.

2.14.1.1.3 Provide bonding as required by the ITB documents.

2.14.2 Failure to execute the contract, bonds, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the bid guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next most qualified bidder, or the work may be re-advertised. The Contract and Contract Bonds shall be executed in duplicate to the City of Norcross.

2.15 MISCELLANEOUS PROVISIONS

(May not be applicable to this ITB)

2.15.1 Permits

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

2.15.2 Work Hours

8:00am to 10:00pm Monday through Friday and 10:00am to 8:00pm on Saturdays and city holidays. Construction activity may occur on Sundays and outside of mentioned hours specified on other days of the week when the contractor applies for, and is granted, a variance by the Director of Community Development and Planning.

2.15.3 Detour/Closures

All road closures and detours shall be approved by the Norcross Public Works Department.

2.15.4 Residential Refuse

The Contractor is required to contact the Public Works Department at 678-421-2069, to obtain sanitation schedules in an attempt to reduce inconveniences to the citizens of Norcross.

2.15.5 Project Briefing

All bidders are required to schedule an appointment with the Public Works Superintendent in order to inspect each work site. The Superintendent can be reached at donald.maxwell@norcrossga.net or 678-421-2069.

2.15.6 Disposal of Refuse

The Contractor shall be solely responsible for disposing of materials and shall consider, before bidding, the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on a daily basis. The Contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross, Georgia.

APPENDIX A
ITB PW 25-09
SCHEDULE OF EVENTS

Event:	Date:
Release of ITB	May 13, 2025, 11:00 a.m.
Pre-bid Meeting (Optional but highly recommended)	May 28, 2025, 11:00 a.m.
Deadline for Written Questions	May 28, 2025, 5:00 p.m.
Bids Due	June 16, 2025, 11:00 a.m.
Public Bid Opening and Reading	June 16, 2025, 11:05 a.m.
Bid Review/Evaluation	June/July 2025
Contract Award	August 2025

APPENDIX B

ITB PW 25-09

MAPS

Project area maps are found in the related/supporting documents section.

Attachment: ITB PW 25-09 Packet (25-7358 : Award of Contract for 2025 Road Resurfacing)

APPENDIX C

ITB PW 25-09

STATEMENT OF QUALIFICATIONS AND EQUIPMENT

All questions must be answered. Information given must be clear and comprehensive.
If necessary, questions may be answered on separate attached sheets.

About the Firm:

- a. Name of Bidder:
- b. Permanent main office address, email address, & pertinent contact numbers:
- c. How long (years) has your firm been in business under your present name; also, state names and dates of previous firm names, if any; where organized?
- d. Attach a list of your employees with job titles, responsibilities, and years of experience as they relate the requirements of this bid document.
- e. With what bank do you do business?
NOTE: Latest Financial Statements, certified audit, if available, prepared by an independent certified public accountant, or other financial documents or reporting may be requested by City. If requested, such statements must be provided within five (5) business days, or the bid proposal will be rejected.

Experience:

- f. Attach a list of 3-5 similar projects completed in the last 5 five years.
- g. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- h. General character of work performed by your company.
- i. Have you ever failed to complete any work awarded to you, if so, where, and why?
- j. Have you ever defaulted on a Contract, if so, where, and why?
- k. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- l. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
- m. How long do you warrant a project?

- n. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

- o. Implementation plan and timeline for the project
- p. List your major equipment available for this contract.
- q. List any subcontractors whom you would expect to use for the contract.

APPENDIX D

ITB PW 25-09 REFERENCES

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your scores if we are not able to contact your references, or they do not respond in time.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide four (4) reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

References for _____

Please provide a list of contact numbers, addresses and a contact person for at least four (4) projects completed (or in progress) having a similar specification and scope of work.

City of Norcross requests a minimum of four (4) references where work of a similar size and scope has been completed (or in progress).

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

APPENDIX E
ITB PW 25-09
BID SHEET

Please include the completed bid sheet in a separate, sealed envelope.

ADDENDUM #1 - REVISED BID SHEET

ITB PW 25-09 ROAD RESURFACING					
BID SCHEDULE (25 STREETS)					
Pay Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Milling	SY	137652	\$	\$
2	Patching 19mm Superpave 4 Inch Depth)	Tons	8036	\$	\$
3	Inlay Asphalt (1.5" 9.5mm Superpave)	Tons	10190	\$	\$
4	Thermoplastic Solid 24 Inch (Stop Bar)	Each	58	\$	\$
5	Thermoplastic Crosswalk	Each	7	\$	\$
6	Manhole Adjustments	Each	169	\$	\$
7	Valve Adjustments	Each	25	\$	\$
8	Speed Tables	Each	2	\$	\$
9	Striping (8504.3 FT)	Lump Sum	1	\$	\$
10	Crack Sealing	C/L Miles	9	\$	\$
11	Mobilization	Lump Sum	1	\$	\$
12	Traffic Control	Lump Sum	1	\$	\$
SUM (ALL PAY ITEMS):					\$

BIDDER, in compliance with the Invitation to Bid for the construction of this project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the production and contract requirements, within the time set forth therein, and at the price(s) stated above. This price is to cover all expenses including overhead and profit incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER verifies that all information provided in response to this bid package is truthful and accurate to the best of the Bidder's knowledge and belief.

This bid is submitted to the City of Norcross by:

Firm Name: _____

Authorized Representative: _____

Firm Address: _____

APPENDIX F
ITB PW 25-09
E-VERIFY AND SAVE FORMS

The required forms are found in the related/supporting documents section. A complete submission includes the E-Verify and SAVE forms along with a copy of the selected form of identification.

APPENDIX G

ITB PW 25-09

ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt (initial)</u>

☐ No addenda were received:

Acknowledged for:

(Name of Firm)

Signature of Authorized Representative

Name (Print or Type)

Title

Date

APPENDIX H

Attachment: ITB PW 25-09 Packet (25-7358 : Award of Contract for 2025 Road Resurfacing)

**ITB PW 25-09
PACKET CHECKLIST**

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. ***You must complete and attach this checklist to your bid packet. Failure to do so may you render ineligible for consideration.***

_____ Packet Checklist (attached to bid package)

_____ Two Hard Copies & One Electronic Copy of Bid Package (*including completed appendices and all required forms*)

Bid Package Components:

_____ Statement of Qualifications and Equipment

_____ Sealed bid

_____ References

_____ Acknowledgement of Addenda Form

_____ Bid Bond if bid amount is over \$30,000

_____ Certificate of Liability Insurance

_____ [E-Verify Contractor & SAVE Affidavits](#)

Mail or deliver to:

Charlene Marsh
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Attachment: ITB PW 25-09 Packet (25-7358 : Award of Contract for 2025 Road Resurfacing)

Recommended Residential 2025 Paving Program

- 25 Residential Roads-\$4M
- Current Priority based on PCI Ratings minus:
 - 7 Commercial Roads
 - 12 Roads with 2025 CDBG Requests-Awaiting Approval
 - Fairmount to be paved in The future with Lively and South Cemetery to save Costs.

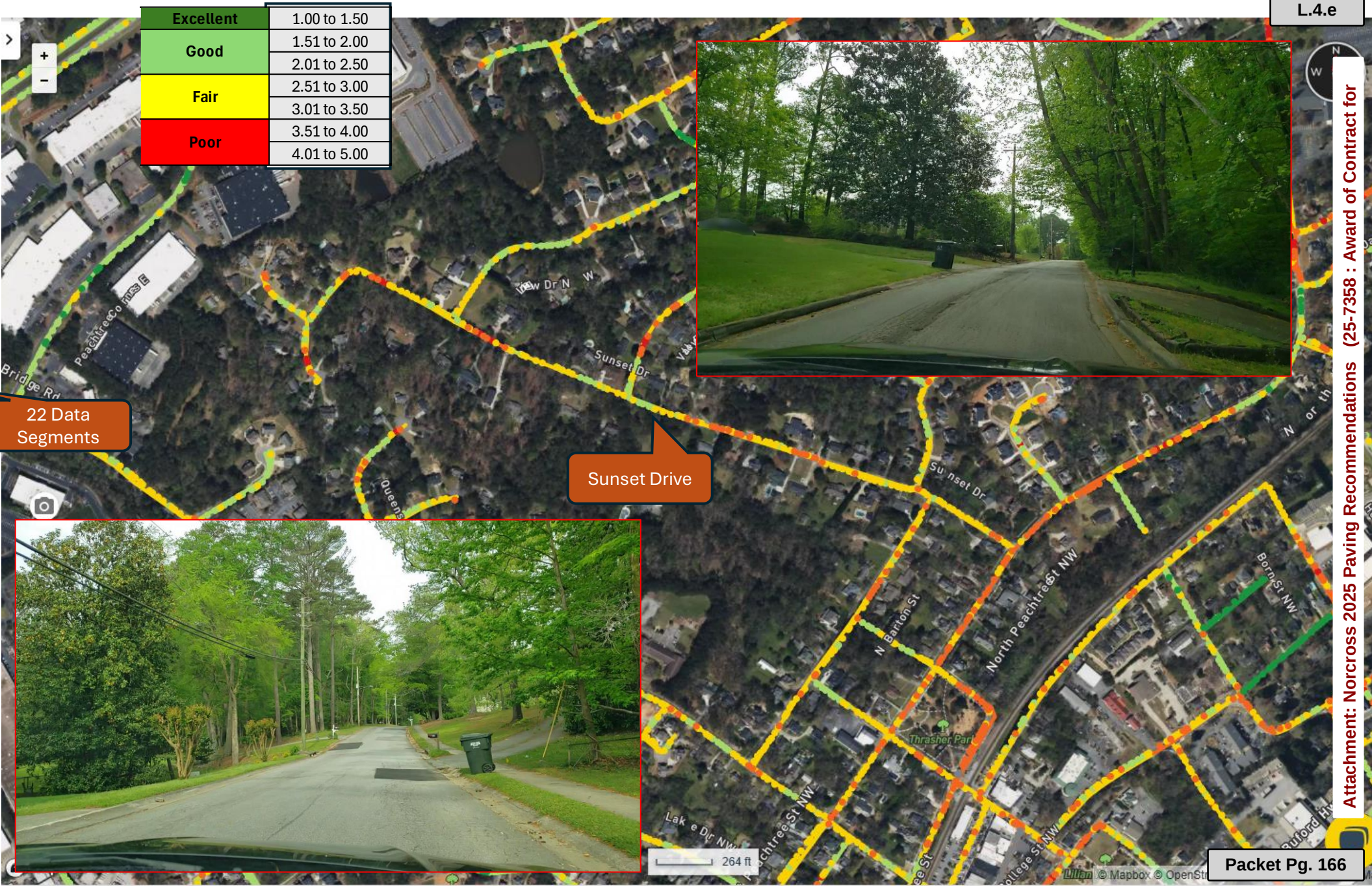
Sunset Drive Analysis on next slide

Roads Recommended for ITB

No	Street	Rating	Length	Cost	Cumulative Cost
1	Glochester Place Northwest	3.67	1305.4	\$156,414.10	
2	Williams Place Northwest	3.60	1580.5	\$188,290.87	\$344,704.97
3	College Street Northwest	3.44	686.5	\$55,796.94	\$400,501.91
4	East Glochester Place Northwest	3.43	2085.1	\$160,788.12	\$561,290.03
5	Goodwick Way N West	3.42	2277.3	\$200,403.36	\$761,693.39
6	Carlyle Street Northwest	3.40	927.4	\$65,427.00	\$827,120.39
7	Western Hills Drive	3.38	4388.4	\$356,474.18	\$1,183,594.57
8	Born Street Northwest	3.34	774.1	\$60,567.88	\$1,244,162.45
9	Thrasher Street Northwest	3.33	4024.0	\$325,317.88	\$1,569,480.33
10	Coventry Circle	3.30	413.6	\$35,227.06	\$1,604,707.39
11	North Peachtree Street Northwest	3.26	4293.6	\$363,985.28	\$1,968,692.67
12	Everglades Lane Northwest	3.25	299.8	\$25,466.00	\$1,994,158.67
13	Jones Street Northwest	3.25	565.9	\$48,002.92	\$2,042,161.59
14	Williams Street	3.23	256.0	\$78,458.98	\$2,120,620.57
15	Huddersfield Way	3.23	3673.6	\$339,058.26	\$2,459,678.83
16	North Barton Street	3.21	999.7	\$84,747.38	\$2,544,426.21
17	Summertown Drive	3.18	2680.8	\$227,296.60	\$2,771,722.81
18	Thames Court Northwest	3.17	206.4	\$17,604.72	\$2,789,327.53
19	Lanier Boulevard Northwest	3.15	2985.3	\$253,230.70	\$3,042,558.23
20	South Barton Street	3.14	492.9	\$41,671.66	\$3,084,229.89
21	Everglades Trail	3.14	3008.8	\$255,195.96	\$3,339,425.85
22	Anamanda Close	3.13	1433.5	\$121,499.46	\$3,460,925.31
23	Hammond Drive Northwest	3.13	4211.7	\$357,107.82	\$3,818,033.13
24	Everglades Lane	3.13	504.3	\$43,035.48	\$3,861,068.61
25	Hickory Springs Dr NW	3.09	1029.2	\$87,520.98	\$3,948,589.59

➤ **Sunset Drive** at
10 Ft Incremental
Analysis with
RoadBotics
Overall recalculated
Rating
Is 3.05 (no change)
Fair

Sunset Drive	
Feet	PCI Rating
144.1	2.26
198.3	3.1
229.7	2.87
74.9	3.12
478.8	3.02
267.5	3.07
132.5	3.46
14.4	3
101.9	2.9
462.6	2.55
139.5	2.64
168.3	3.44
51.9	3
304.4	2.84
26.4	3
492	3.14
25.2	2.75
296	3.45
103.5	3.6
90	3.88
42.9	4
95.2	3.72
3940	3.05
Feet	PCI Rating



Finance Department Budget Adjustment Entry

Item #25-7302: Budget Amendments for Norcross Road Resurfacing program

Effective Date: 5/5/2025

Approved at 5 May 2025 RCM

Description	Account Number	Increase	Decrease
2023 SPLOST, Roads & Streets	365-5.4220.541433	3,800,000	
2023 SPLOST, Revenue	365-341303		3,800,000
Public Works, LMIG Project	100-5.4100.542374	203,211	
General Fund, Fund Balance	100-134200		203,211
	Totals	4,003,211	4,003,211



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

City of Norcross

Legislation Details (With Details)

File #:	25-7360	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation](#)
2. [Atlanta Regional Commission \(ARC\) Greenway TIP Budget](#)
3. [Budget Amendment Item 25-7360](#)
4. [Greenway Cost Tracker](#)

Title

Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation

Drafter

Len Housley

Motion

A motion to Approve/Deny a budget amendment and additional appropriation of \$1,470,000 from Recreation SPLOST to meet the updated City match requirement for the Norcross Beaver Ruin Greenway Project, with initial expenditures anticipated to begin May-June 2026.



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

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Director Public Works

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7360

Title: Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation

CC: Eric Johnson, City Manager

Recommendation

Approve additional appropriation and budget amendment in the amount of \$1,470,000.00 for City match funding.

Background

In 2022, Council approved a City match appropriation of \$2,201,000.00 from Transportation SPLOST. Over the past 3 years, costs of the project have increased for P&E, ROW, and Construction. On 2 June 2025, ARC increased and approved the Federal funding in the TIP and the total project costs are now set at \$16,339,857.00 million. Currently, the total City match is set at \$3,670,241.00 million. Approval from Council of an additional \$1,470,000.00 will allow full programming to meet the required City match contribution. See ARC TIP budget document attached for detailed summary.

Project Summary Update:

- Planning and Engineering (P&E) Status: 85% Overall Complete. Final Plan Set (FFPR) was completed and submitted to GDOT for approval. Final bridge plans were approved by GDOT. The remaining tasks to be completed are traffic signal design, environmental services and updated ecology and history field surveys, ROW revisions, and additional utility coordination.
- ROW Status: 50% Overall Complete. There are 65 Parcels for ROW. Total offers made (NFS & Appraised): 60 of 65. We have closed on 22 Properties with 15 pending closures. 5 parcels are in the final agreements and 23 still in negotiations. ROW Anticipation Completion is August 2025. Let Date (date project is scheduled to advertise for bid) is February 2026. Row Certification due December 2025—currently on schedule.
- Project expense summary to date is attached-Greenway Cost Tracker.

Financial Impact

- Approval of budget amendment for \$1,470,000.00 from Recreation SPLOST. Actual initial expenditure of these funds will start May-June 2026.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
3. Increases Opportunities for Travel via Different Modes within and Outside the Community

Attachments

- Atlanta Regional Commission (ARC) Greenway TIP Budget
- Greenway Cost Tracker
- Budget Amendment Item 25-7360

GW-412	NORCROSS LCI GREENWAY - PRIORITY ONE NETWORK SEGMENTS	
0016067		
TIP / 25Q2		

Jurisdiction	Gwinnett
Sponsor	City of Norcross
Service Type	Sidepaths and Trails

Existing	Planned	Length (mi.)	Network Year
N/A	N/A	3.3	N/A
Analysis	Exempt from Air Quality Analysis (40 CFR 93)		LCI ☒ Flex ☐

	Fund Type	Year	Status	Federal	State	Local	Bonds	Total
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2019	Authorized	\$0	\$0	\$0	\$0	\$0
PE	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2019	Authorized	\$720,000	\$0	\$180,000	\$0	\$900,000
PE	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2023	Authorized	\$0	\$0	\$0	\$0	\$0
PE	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2023	Authorized	\$21,000	\$0	\$5,250	\$0	\$26,250
-	- LCI Setaside for Implementation							
-	Carbon Reduction Program - Urbanized Areas With Population Over 200K	2024	Authorized	\$0	\$0	\$0	\$0	\$0
ROW	Carbon Reduction Program - Urbanized Areas With Population Over 200K	2024	Authorized	\$800,000	\$0	\$200,000	\$0	\$1,000,000
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2024	Authorized	\$0	\$0	\$0	\$0	\$0
ROW	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2024	Authorized	\$2,784,000	\$0	\$696,000	\$0	\$3,480,000
-	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2025		\$0	\$0	\$0	\$0	\$0
PE	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2025		\$219,840	\$0	\$54,960	\$0	\$274,800
-	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$0	\$0	\$0	\$0	\$0
UTL	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$0	\$0	\$20,775	\$0	\$20,775
CST	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$1,059,700	\$0	\$746,987	\$0	\$1,806,687
-	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$0	\$0	\$0	\$0	\$0
CST	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$6,428,020	\$0	\$1,607,005	\$0	\$8,035,025
-	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$0	\$0	\$0	\$0	\$0
UTL	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$637,056	\$0	\$159,264	\$0	\$796,320
-	- LCI Setaside for Implementation							
				\$12,669,616	\$0	\$3,670,241	\$0	\$16,339,857

Finance Department Budget Adjustment Entry

Purpose:	Item #25-7360: Approve additional appropriation and budget amendment for Norcross Beaver Ruin Greeway Project
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Effective Date:	7/7/2025
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Description	Account Number	Increase	Decrease
2017 SPLOST, Recreation	350-5.4220.541434	1,470,000	
2017 SPLOST, Fund Balance-Unreserved	350-134200		1,470,000
	Totals	1,470,000	1,470,000

This budget amendment has a net zero impact to budget.

Norcross Beaver Ruin Greenway GW-412 GDOT Project 0016067 Cost Tracker

Cost Category	Total Budget	Federal	Local	Paid to date	Reimbursed	City expense to date
P&E	\$1,201,050.00	\$960,840.00	\$240,210.00	\$807,684.00	\$683,942.87	\$123,741.13
ROW	\$3,480,000.00	\$2,784,000.00	\$696,000.00	\$438,466.21	\$21,111.97	\$417,354.24
ROW Carbon	\$1,000,000.00	\$800,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00
Utilities	\$817,095.00	\$637,056.00	\$180,039.00	\$0.00	\$0.00	\$0.00
Construction	\$9,841,712.00	\$7,487,720.00	\$2,353,992.00	\$0.00	\$0.00	\$0.00
Totals	\$16,339,857.00	\$12,669,616.00	\$3,670,241.00	\$1,246,150.21	\$705,054.84	\$541,095.37

ROW expected reimbursents forthcoming: approximately \$328,847.00



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

City of Norcross

Legislation Details (With Details)

File #:	25-7361	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Way-Ahead for Historic Library/Women's Club		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Way Ahead Historic Library and Women's Club June 16 2025](#)
2. [Presentation Discussion M&C PWS 16 June 25 - Women's Club way ahead](#)
3. [Norcross Woman's Club - FCA Report - 101424](#)

Title

Way-Ahead for Historic Library/Women's Club

Drafter

Len Housley

Motion

A motion to Approve/Deny phase 1 renovations in the amount of \$46,000 for improvements to the Historic Library.



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

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Public Works Director

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7361

Title: Way-Ahead for Historic Library/Women's Club

CC: Eric Johnson, City Manager

Recommendation

Approve Phase 1 renovations in the amount of \$46,000 for improvements to the Historic Library.

Background

In December 2024, the City of Norcross purchased the Historic Library at 65 North Peachtree Str. The Norcross Library is listed on the National Register of Historic Places as of 21 Nov 1980. At the June 2025 PWS, Council approved a budget amendment up to \$39,330.00 to provide repairs to protect and preserve the facility. Council requested a follow-on agenda item for the June PWS to discuss the next phase(s).

A Facility Condition Assessment by Axias, Inc. was completed on 14 Oct 2024. This assessment provided the basis for protection measures. This report also indicated a cost estimate of \$259,685.00 to renovate the existing facility, as it currently stands, with no additions.

Mayor & Council hosted a Community Feedback Open House on 21 Feb 2025, to solicit feedback on future use of the facility. There were 90 attendees/residents that signed-in during the 2-hour open house. Staff captured 47 recommendations.

Presentation attached provides information and considerations to facilitate Council discussion.

Financial Impact

\$46,000.00 from General Fund to be approved in the FY26 CIP Budget.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

- Presentation Discussion PWS 16 June 2025-Historic Library
- Facility Condition Assessment-Historic Library

Update

At the 16 June PWS, Council was in agreement to move forward with Phase 1 renovations as depicted on page 5 of the presentation attached. Phase 0 renovations are underway.

16 June 2025-Council Policy Work Session (PWS) Way Ahead-Historic Property



Historic Norcross Library/Woman's Club

65 N Peachtree Str.

- Main facility constructed in 1921
- Addition constructed in 1960s
- Property acquired by City - Dec 2024
- Total square footage – 2,161
 - Main historic area – 853 square ft
 - Addition main room – 864 square ft

Completed to date:

- ✓ Facility Condition Assessment by Axias, Inc. 14 Oct 2024
 - ❖ \$259,685.00 to renovate existing facility only
- ✓ Mayor & Council Community Feedback Open House, 21 Feb 2025
- ✓ Hazardous Material (Asbestos/Lead) Survey, 29 May 2025
- ✓ Plan and funding to protect/preserve facility, 2 June 2025

Norcross Historic Women's Club Open House

L.6.b

21 Feb 2025/4:30 PM – 6:30 PM

90 attendees/residents signed-in during 2-hour open house

47 recommendations (some redundant) were captured from easels.

- Majority of the recommendations support community space in some form or fashion--was a constant theme for space. This would indicate that any building enhancements/additions would accommodate the overwhelming majority of comments for future facility use.
- There were 6 comments for a restaurant or bar.
- Art Museum
- Blues & Jazz Restaurant with Cajun Food
- Cultural Arts Center-Classes, Rentals, Kids time activities
- **Bookstore/Public Reading Nook/banned book reading
- History Club/Genealogy
- **Revive Women's Club
- Performing Arts, Reading Rainbow-NPAC Sponsored
- Community Meeting Rooms
- Music School
- Event venue/Small Events Rental Space (Weddings, Baby showers, birthdays, graduations, etc.)
- Pop-up Collection site for toys/food.
- Collections for neighborhood Coop or similar charities
- **Crafting (Knitting/Quilting/Painting/etc..evening classes
- **Norcross welcome center/museum here
- **Speakeasy & wine bar
- Teaching Museum for school children & the public
- **Pop-up Bar & snacks for park concerts; local small businesses
- International Museum (for Norcross demographics)
- Home Economic Classes
- Event extension venue for outside City events
- Community Space for Board Games
- Children Teaching
- **Tea Shop, Tea Room for kids
- Display local products to promote businesses w/o storefronts
- Fine dining restaurant
- Jigsaw Puzzle competitions
- Line dancing
- ****Mentioned more than once**

Attachment: Presentation Discussion M&C PWS 16 June 25 - Women's Club way ahead

Considerations

L.6.b

Capacity:

The 2 main areas of the building are separated and not large

- Upstairs-853 square feet (no bathrooms or HVAC)
- Downstairs-864 square feet

Upstairs=“Comfortable” recommended capacity for events/tables is 42 personnel; or “Maximized” Not to exceed 56 personnel.

Downstairs=essentially the same.

However; Fire Marshall previously set overall building capacity at 70.

Recommendation: Historic main floor should, at a minimum, increase by 700 square feet (500 sqft additional room space and 200 sqft for 2 bathrooms.

Parking:

There is essentially no parking at the facility and no area on site to increase parking. There are 2 on-street parking spots next to the addition on Buchanan St. Assumption is people will walk from residences or either park and walk from Thrasher Park or downtown area.

Considerations-Americans with Disabilities Act (ADA)

No Grandfathering for "Public" accommodation: The ADA does not have a "grandfather clause" for buildings that were built before the ADA's enactment. This means that even if a building is old or historic, it still needs to comply with ADA accessibility requirements for Public use.

Exceptions for Historic Properties: The ADA does provide exceptions for buildings that are eligible for listing in the National Register of Historic Places or are designated as historic under state or local law. These exceptions allow for greater flexibility in meeting accessibility requirements while preserving the property's historical significance. *(The Norcross Library is listed on the National Register of Historic Places as of 21 Nov 1980)*

Historic properties are required to remove barriers to accessibility, but the level of compliance may be less strict than for non-historic buildings. The concept of "readily achievable" barrier removal allows for consideration of the property's unique circumstances and resources. *(typically lifts or elevators are used instead of changing historic aesthetics)*

When making alterations to a historic property for ADA compliance, owners are generally required to seek approval from the State Historic Preservation Officer or Advisory Council on Historic Preservation. This ensures that any changes are made in a way that preserves the property's historic chara

Phase 0

Cost Estimates

L.6.b

Action Items Recommended	Costs
Environmental Testing (Completed)	\$3,300
Provide/repair foundation drain at building addition and replace waterproofing at below grade walls .	\$2,200.00
Spot repairs to both roofs, replace buckled areas, replace damaged shingles/Tar Roof, Fabricate and install chimney cover onto brick fireplace and seal cap.	\$8,800.00
Repair Soffit Damage and repaint	\$3,300.00
Replace gutters and downspouts. Direct water away from the building	\$4,000.00
Clean Ductwork	\$900.00
Replace Cloth insulated wiring	\$2,000.00
Investigate condition of main sanitary sewer lateral	\$1,500.00
2 Exit signs with emergency lighting (Underway)	\$600.00
Complete remediation/cleanup of animal waste above suspended ceiling. Ceiling tiles potential ACM.	\$7,700.00
Total	\$34,200.00
	15% Contingency
	\$39,330.00

Completed: No asbestos. lead paint found in kitchen on wood

Phase 0 budget approved by Council 2 June 2025

Phase 1

Action Item Options Recommended ONLY for use of building for a longer period of time, prior to complete remodel/renovation/addition	Costs
Replace settled concrete sidewalk and steps	\$4,000.00
Renovate both bathrooms (excludes ADA modifications).	\$10,000
Install new suspended ceiling in 1960s addition	\$2,000.00
Replace carpet in 1960s addition	\$3,000.00
Repair ceiling in library area and repaint	\$9,000.00
Lead abatement Kitchen	\$2,000.00
Ductless Split Air System for Historic Level	\$10,000.00
Total	\$40,000.00
	15% Contingency
	\$46,000.00

ADA Access
First Floor Only

Reduced

Reduced

Added

Phase 1: Do we want to expend funds to use facility; or move directly to architectural design and plans for addition/complete renovation, or Both?

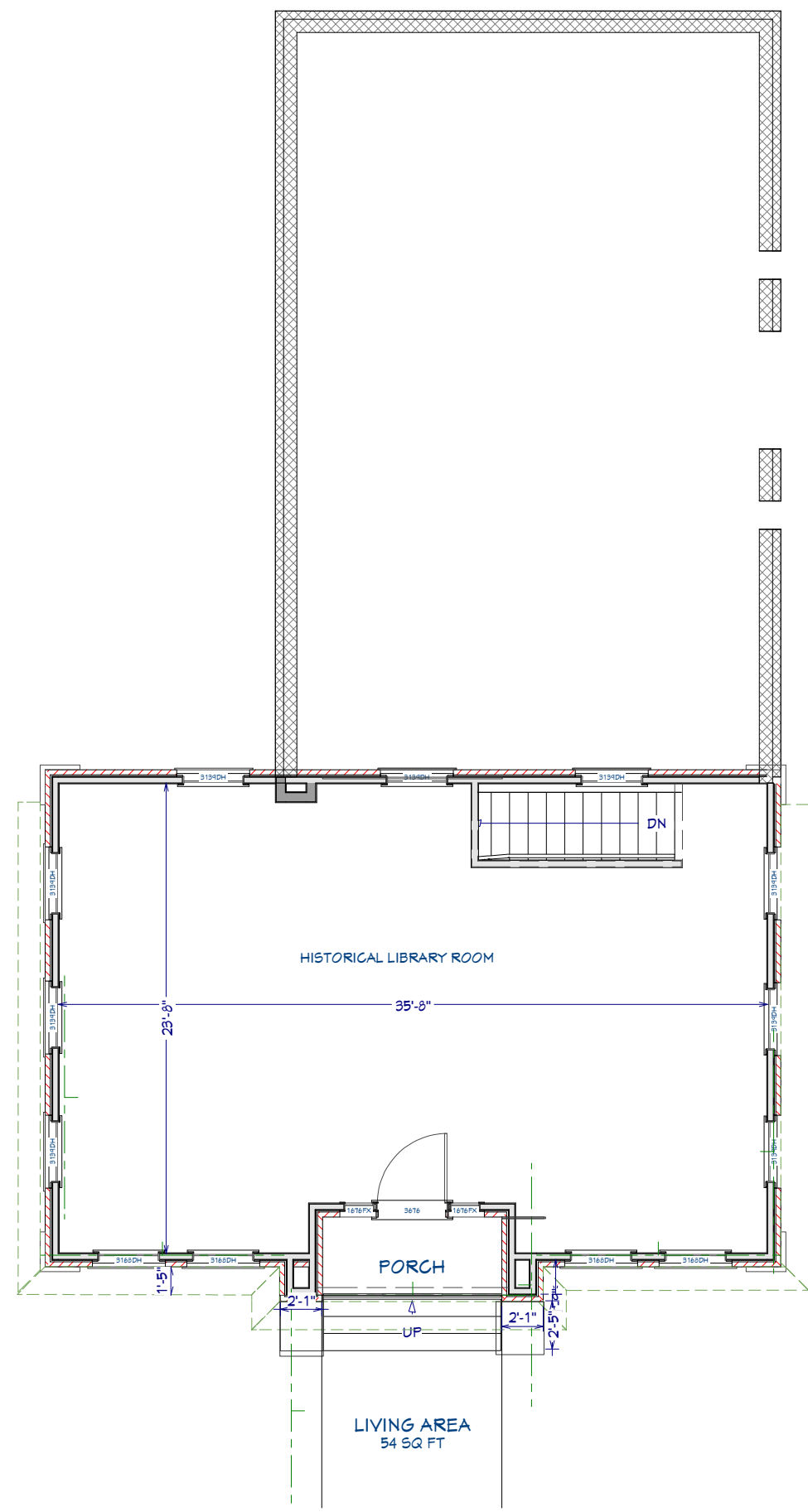
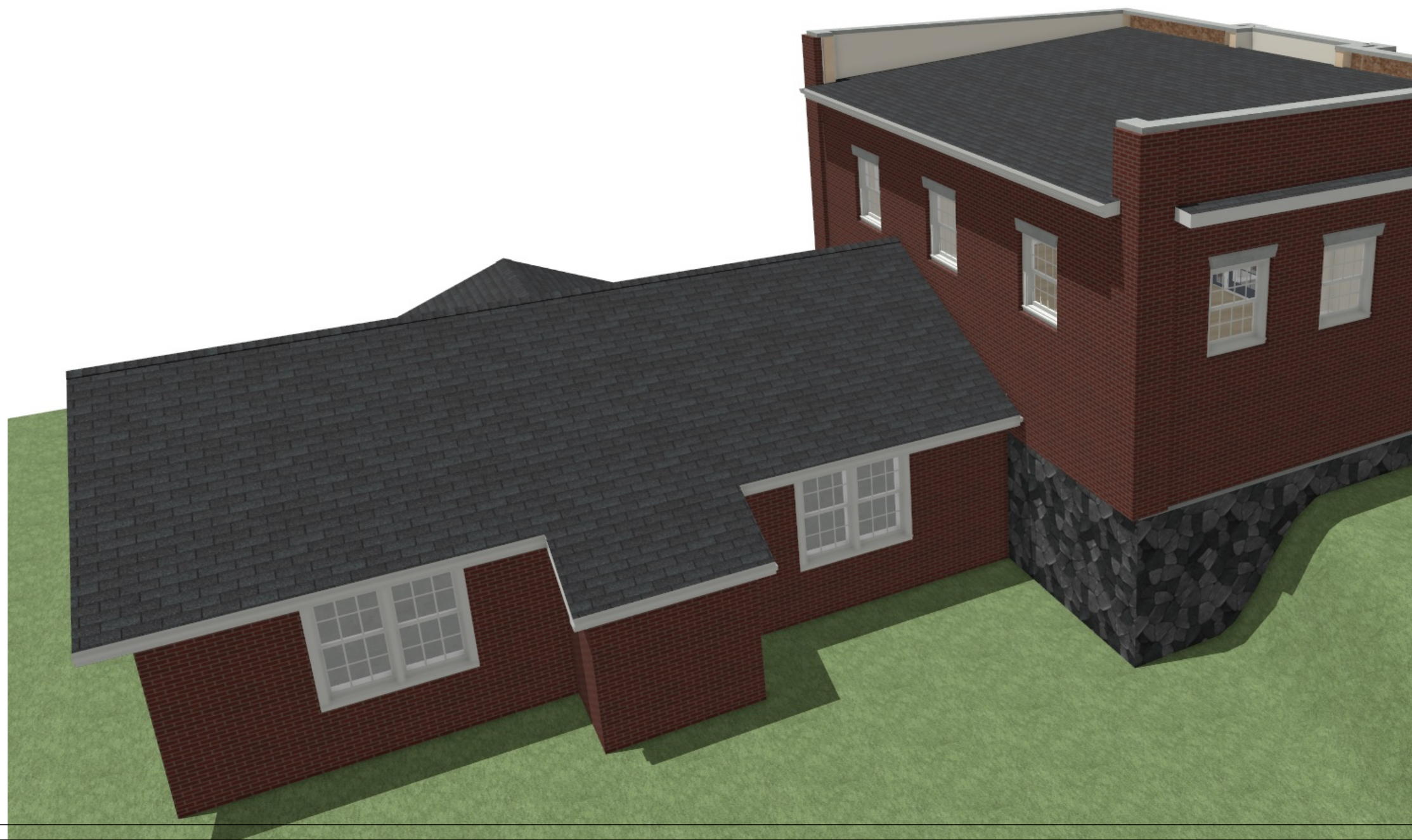
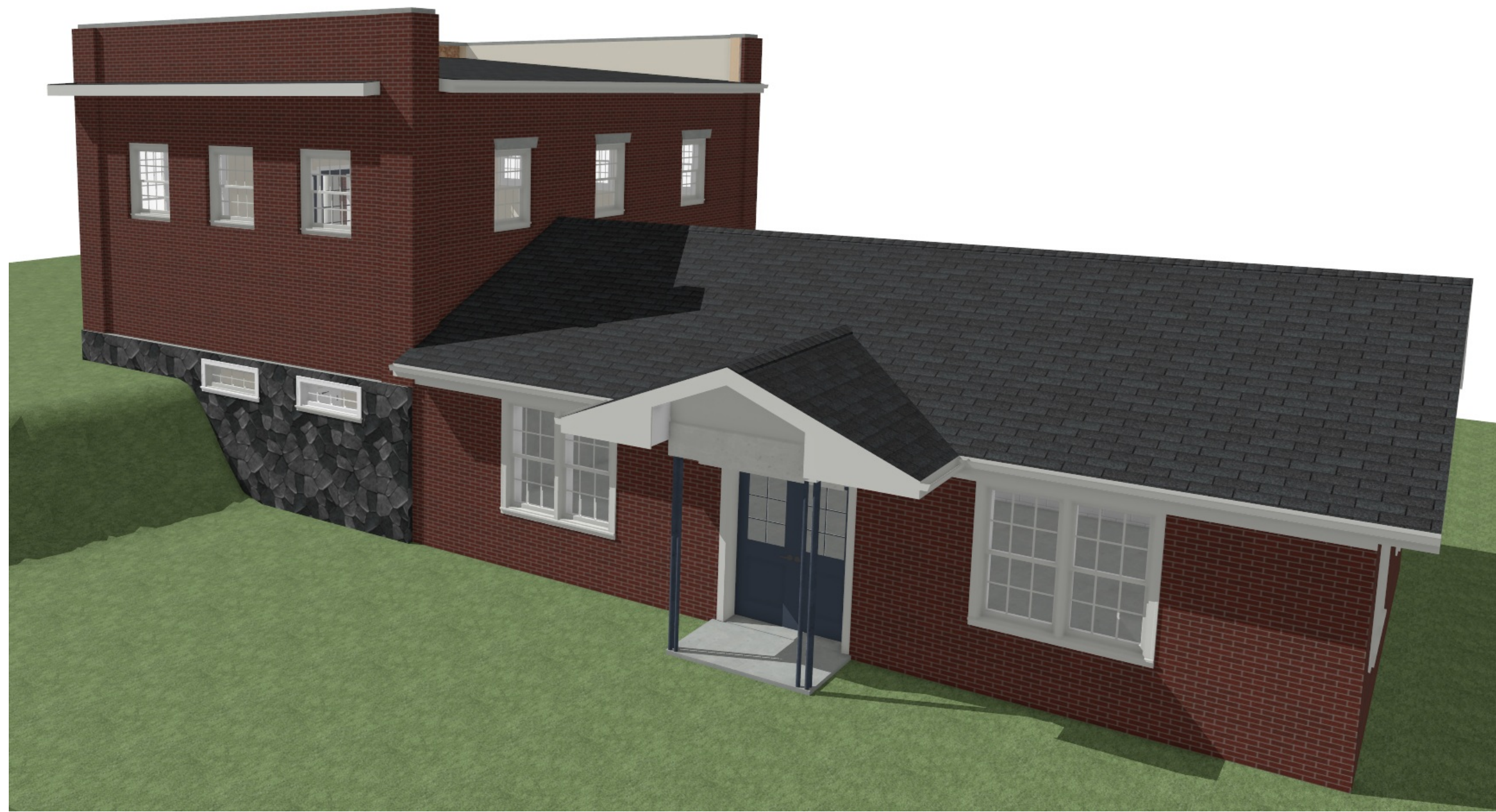
Attachment: Presentation Discussion M&C PWS 16 June 25 - Women's Club way ahead

Increasing Building Footprint and Complete Remodel -Phase 2

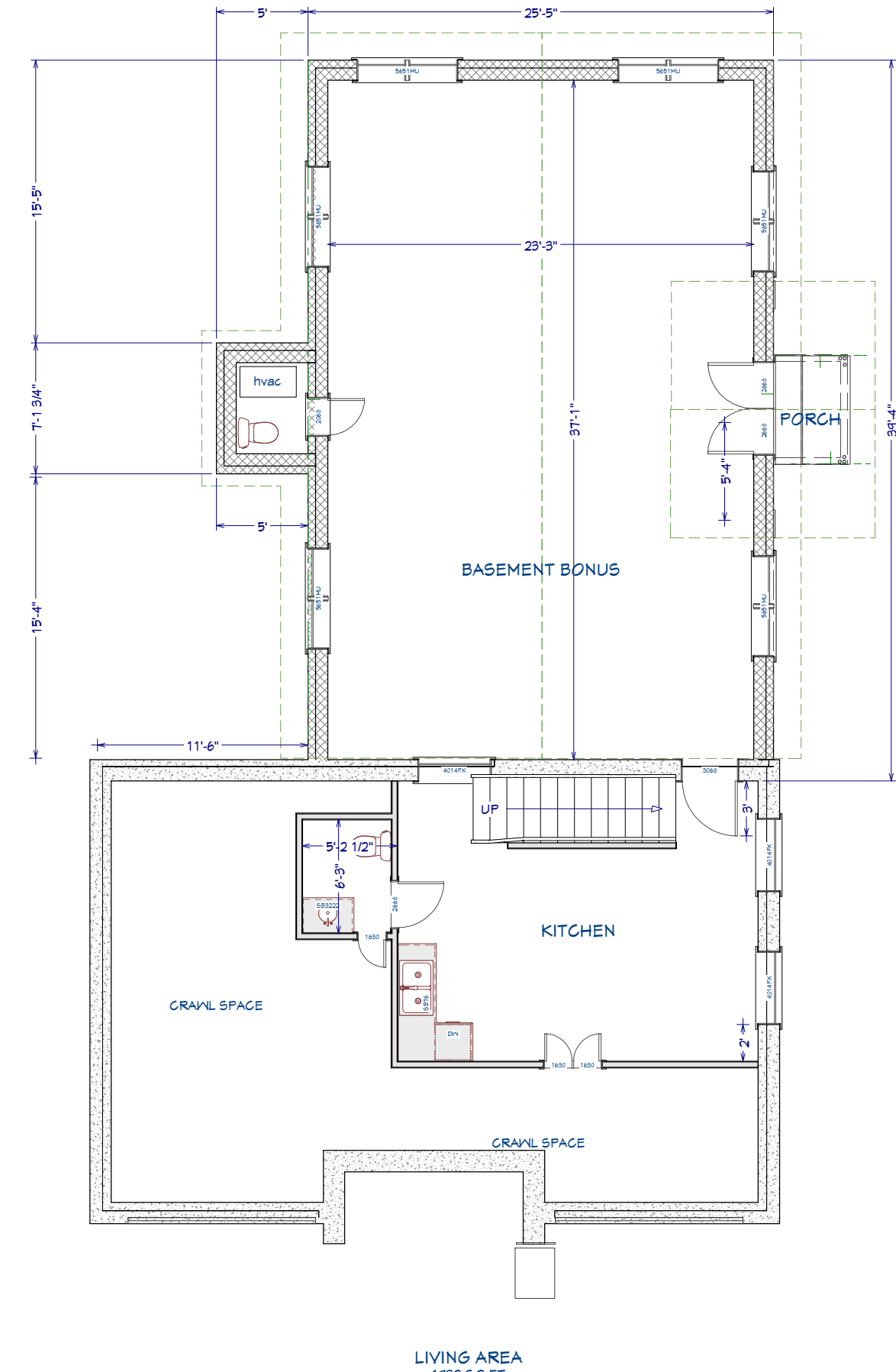
L.6.b

Recommendations for discussion:

- If increasing footprint size is desired, main historic level should increase by 700 sqft at a minimum for added configurable space, 2 bathrooms, and exit and entry into elevator.
- Would require hiring a firm for concept drawings, architectural design, cost estimates, and plans.
- Recommend elevator from existing back addition to back of new addition at top level to maintain historic architectural design--ADA.
- Rough cost estimate is \$475K-\$800K.
- Prior concepts and as-builts shown at open house follow on next 3 slides.



1st Floor



Foundation

REVISION TABLE		DESCRIPTION
NUMBER	DATE	REVISION

AS - BUILTS OF
NORCROSS
WOMANS CLUB LIBRARY

DRAWINGS PROVIDED BY:
ALBERT FORRO

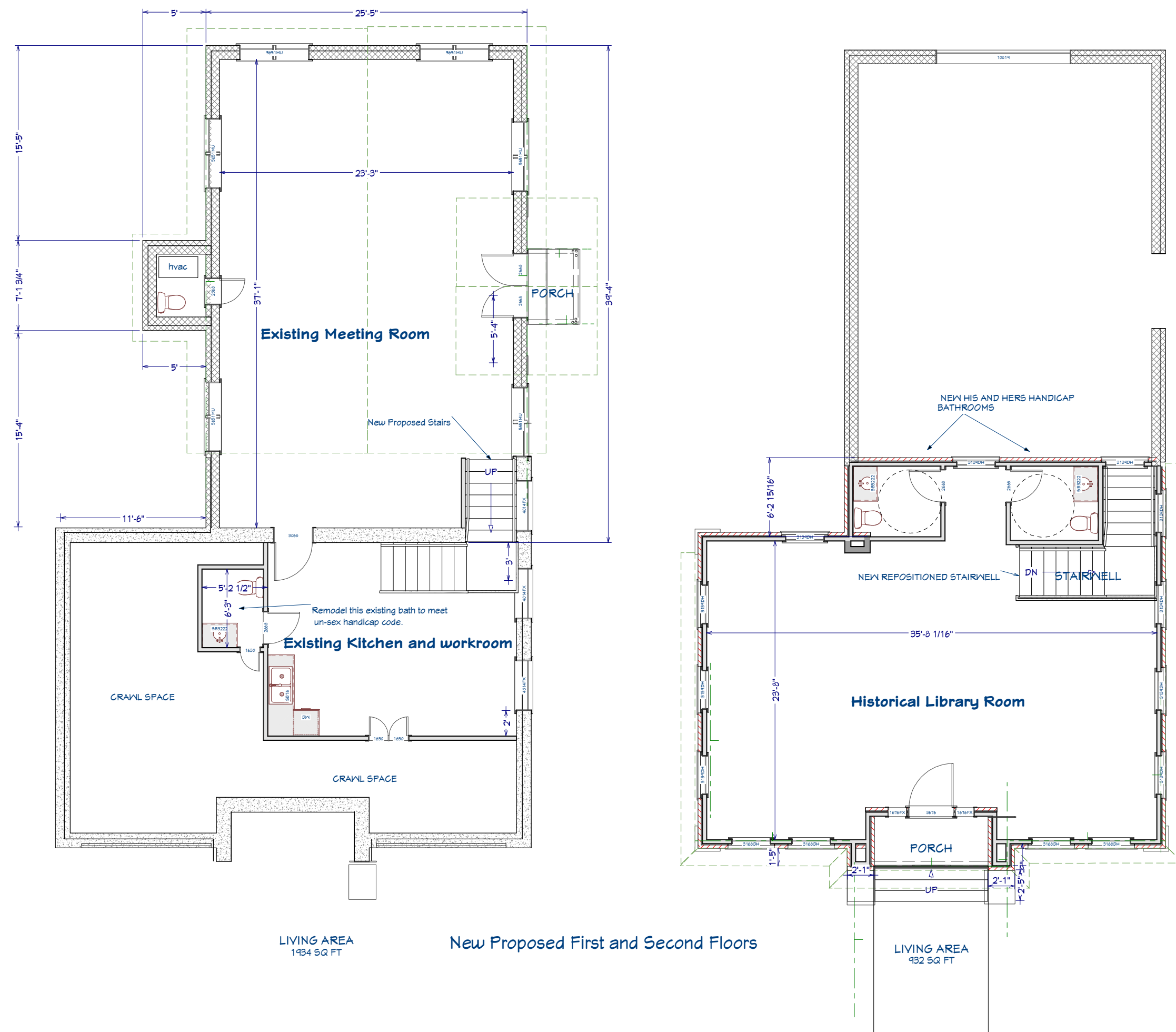
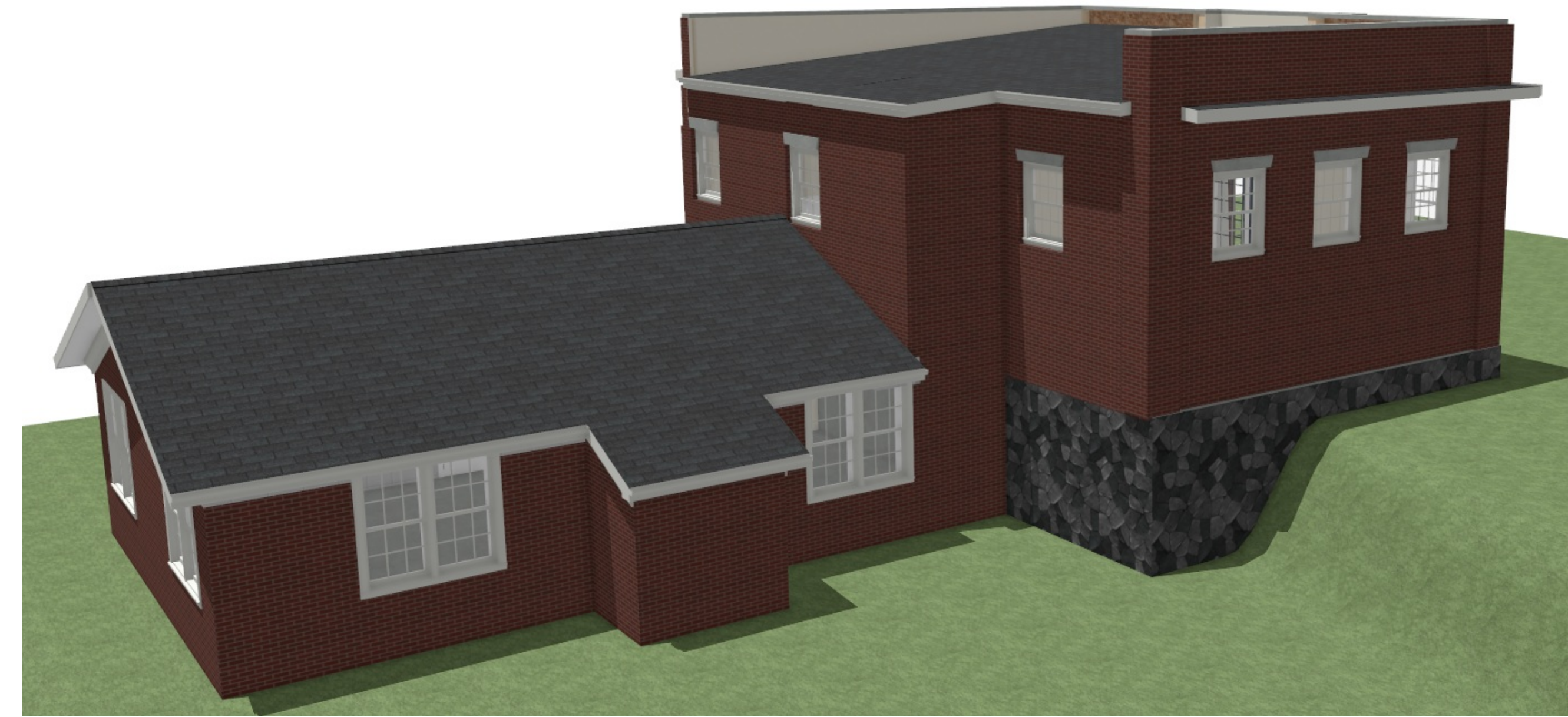
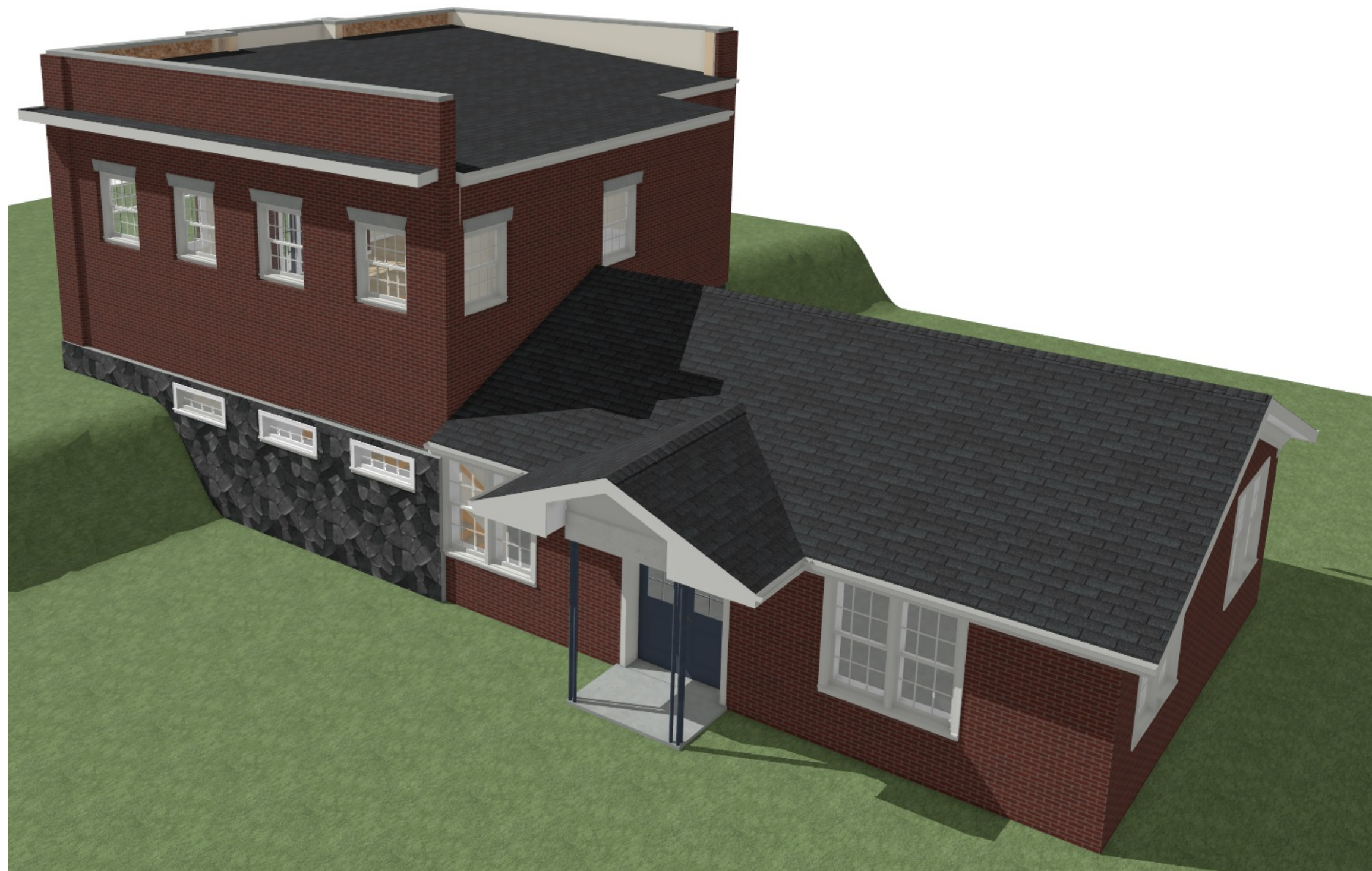
DATE:

6/19/24

SCALE:

SHEET:

1



REVISION TABLE	
NUMBER	DATE

Proposed New Bath Rooms
and Stair Addition

DRAWINGS PROVIDED BY:
Robert Forro

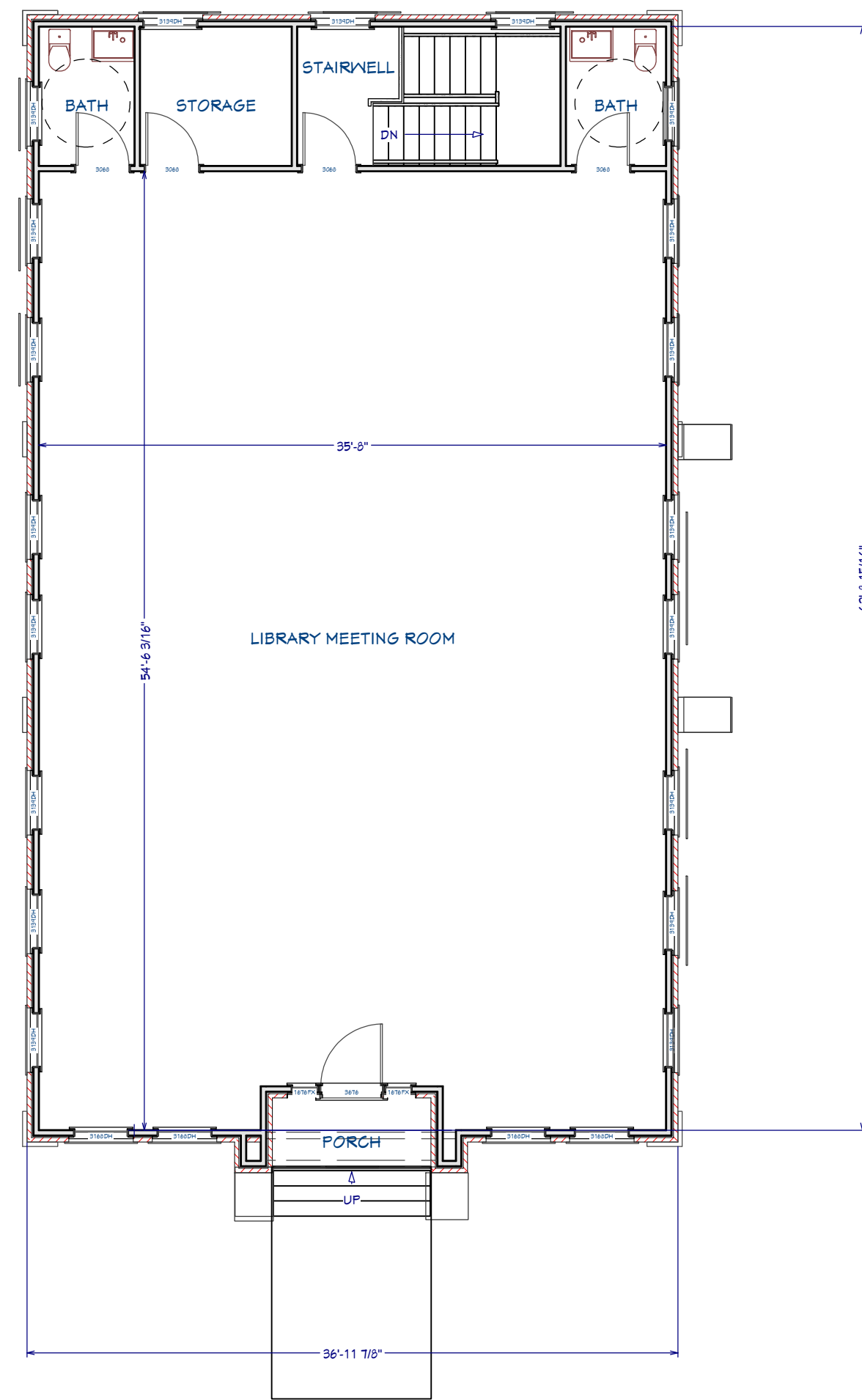
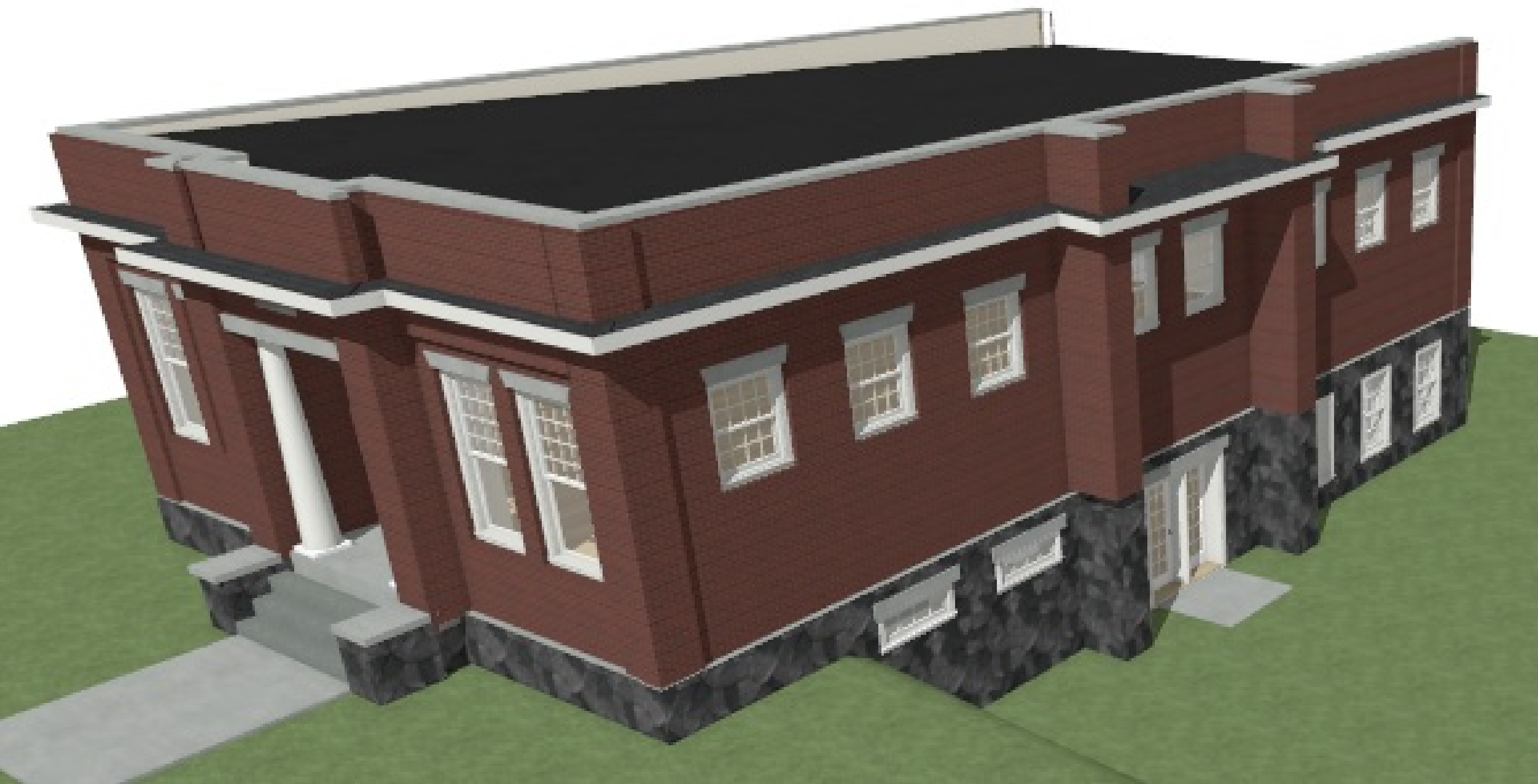
DATE:

6/19/24

SCALE:

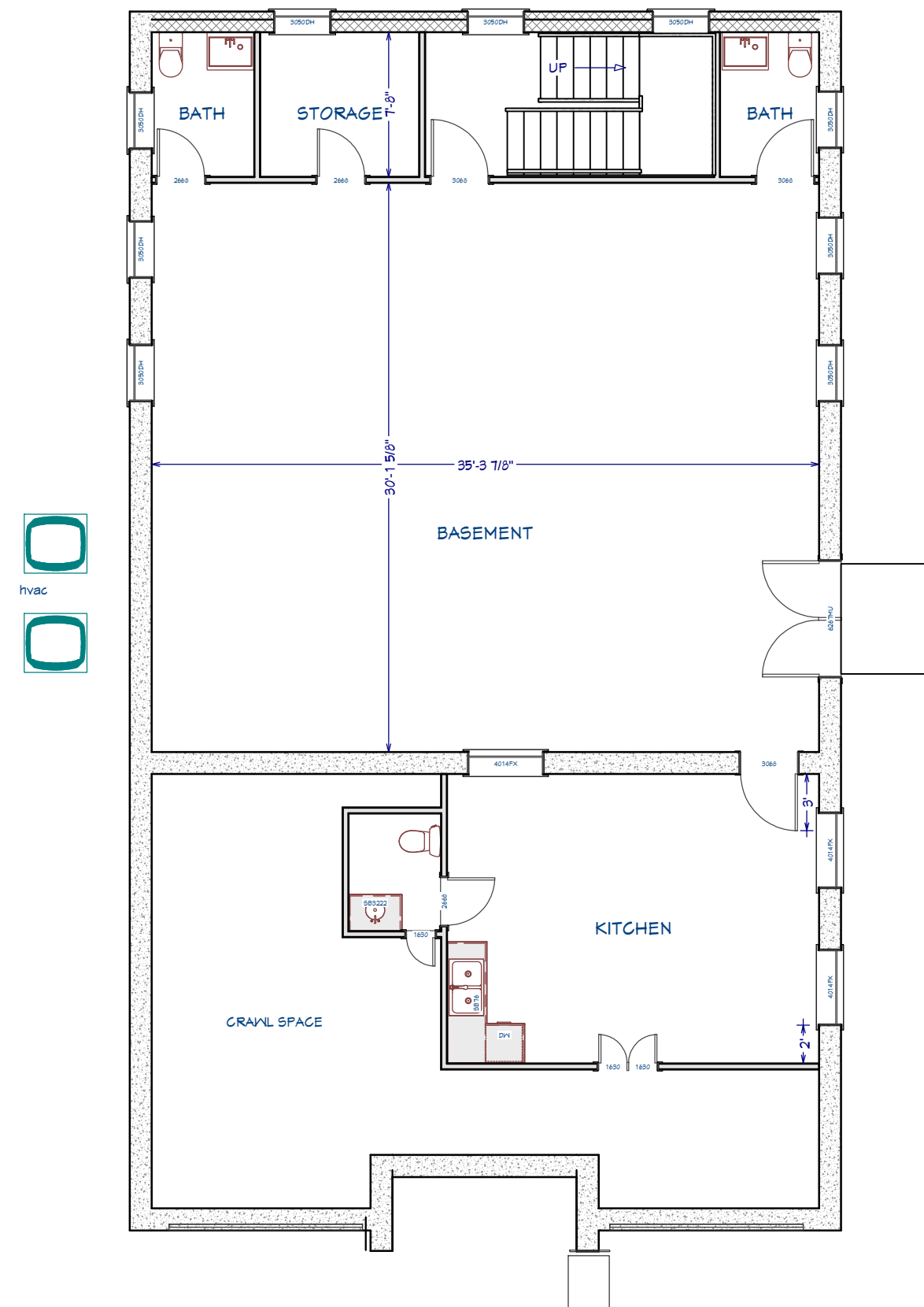
SHEET:

2



1st Floor

FIRST FLOOR



Foundation

BASEMENT



REVISION TABLE	
NUMBER	DATE

REVISION TABLE	
NUMBER	DATE

Historic Womens Club Library Addition

DRAWINGS PROVIDED BY:
Robert Ferro

DATE:

6/26/24

SCALE:

SHEET:

P-1

REPORT OF FACILITY CONDITION ASSESSMENT



Norcross Woman's Club

Property Address:

65 N Peachtree St.
Norcross, GA 30071

Prepared For:

City of Norcross

65 Lawrenceville Street
Norcross, Georgia 30071

Prepared By:

Axias

3675 Crestwood Parkway
Suite 222
Duluth, Georgia 30096

Project No. GA24-025
October 14, 2024

Axias
BUILDING VALUATION

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B Photographs	

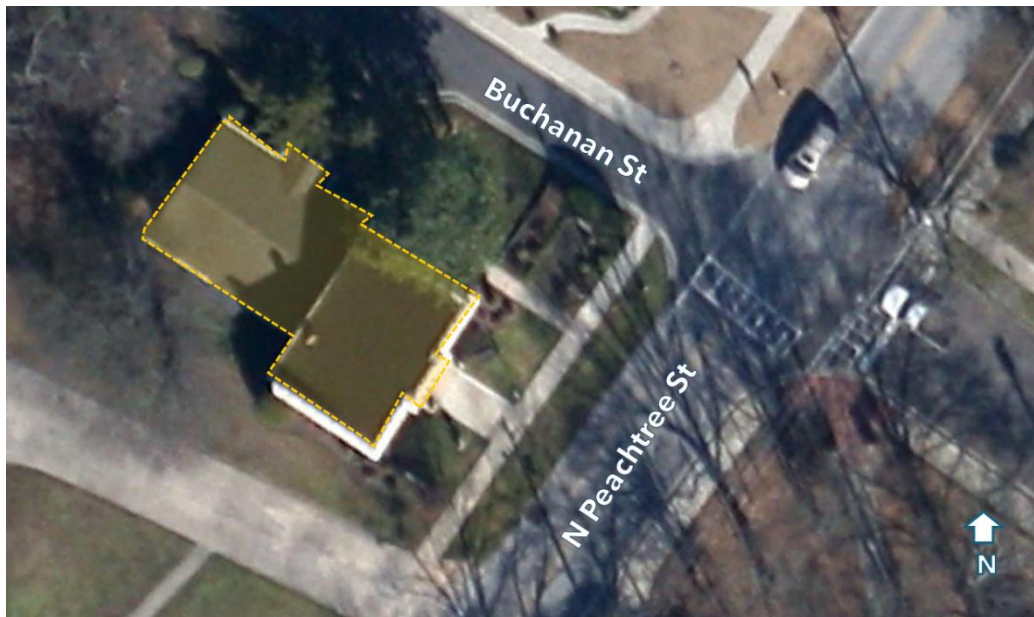
EXECUTIVE SUMMARY

Introduction

The Norcross Woman's Club is located at 65 North Peachtree Street in Norcross, Georgia. The Carnegie-style Greek revival building was originally constructed in 1921 as the first library to exist in Gwinnett County. An addition was constructed to the west elevation in the 1960's. The property is not currently listed on the National Register of Historic Places but could potentially be a suitable candidate. The property is now under the ownership of The Georgia Trust for Historic Preservation as of August 2024.

The table below provides an overview of the Property.

Facility Overview	
Property Name:	Norcross Woman's Club
Address:	65 N Peachtree St, Norcross, GA 30071
City, State, Zip Code:	Norcross, Georgia 30071
Primary Use:	Community Services / Non-profit
Age of Property:	1921/1960's addition
Years of Renovation:	1960 addition
Gross Square Footage	Building ~ 2,161 SF
Number of Buildings:	One
Number of Stories:	Two



Assessment

On September 26, 2024, Mr. Jonathan Bailey, LEED AP, EBCP, CCM, CEM and Ms. Elizabeth Hines visited the property to observe and document the condition of the building and site components.

The objectives of the assessment were to:

- Identify the condition of the property and the timing and cost of expenditures required over the next 10 years.
- Determine failure probability of the various systems and components.
- Determine criticality of system and component failure.

To meet the above objectives, we evaluated the current condition of the park, site systems and utilities, and projected future repair and replacement needs required over the next 10 years (study period) from both a timing and criticality (risk of failure) basis.

Financial Requirements

The following section provides a summary of capital expenditures for the site and building systems over the study period. All numbers are shown in the dollar values of the respective years, excluding compounded inflation, and associated soft costs, such as architectural design fees. Refer to the capital expenditure forecast in Appendix A for further details.

	Year	Expenditures*
1	2025	\$230,385
2	2026	\$0
3	2027	\$24,300
4	2028	\$5,000
5	2029	\$0
6	2030	\$0
7	2031	\$0
8	2032	\$0
9	2033	\$0
10	2034	\$0
	TOTAL	\$259,685

It should be noted that the above expenditures do not include costs associated with preventative maintenance or corrective maintenance that may arise.

Expenditures by Category

The table below provides a breakdown of expenditures by category. The expenditure categories are defined in Section 1 of this report.

Category	Expenditures
Deferred Maintenance	\$223,285
Scheduled Maintenance	\$7,100
Capital Renewal	\$29,300
Capital Improvement	\$0
Energy & Sustainability	\$0
TOTAL	\$259,685

Given the overall condition of the property, most of the expenditures are considered to be Deferred Maintenance. This can be attributed to the lack of capital renewal investments over the years but more so due to repairs that were not completed that have caused collateral damage to the interiors and overall building fabric.

Expenditures by Priority

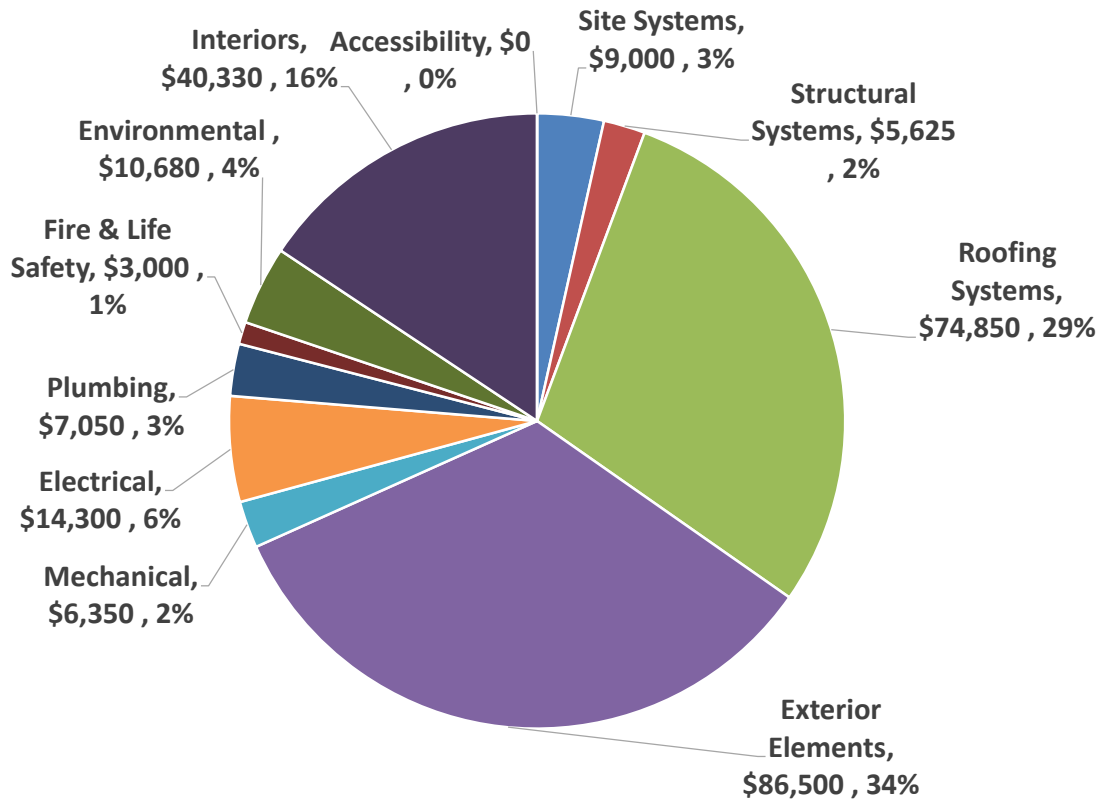
The table below provides a breakdown of expenditures by priority level. The priority levels are defined in Section 1 of this report.

Priority Level	Expenditures
Priority I - Currently Critical	\$7,680
Priority II - Potentially Critical	\$21,525
Priority III - Necessary / Not yet Critical	\$205,600
Priority IV - Recommended	\$0
Priority V - Appearance	\$24,880
Priority VI - Does Not Meet Codes / Standards	\$0
TOTAL	\$259,685

The priority level for each of the recommendations in the cost table has been developed based on the criteria defined in Section 1; however, most of the expenditures will overlap with or be addressed in conjunction with other recommendations within the cost table. The Priority I item is related to the remediation of the animal waste located above the ceiling of the 1960's addition.

Expenditures by System

The chart below shows a graphical breakdown of the expenditures by building system and as a percentage of the overall required expenditures.



From the graph above, expenditures related to restoration of the Exterior Elements account for 34% of the total expenditures recommended. This can be attributed to the condition of the exterior masonry joints, windows, the cornice, and the parapet caps. Roof Systems do show the second greatest need at 29% of the total expenditures recommended. It should be noted that the recommended costs only address the existing conditions and elements of the property and do not consider required improvements for alternative uses. This would include improvements such as making the property full handicap accessible, increased electrical capacity, providing heating and cooling throughout, etc that would likely be required to utilize the property for public events or services.

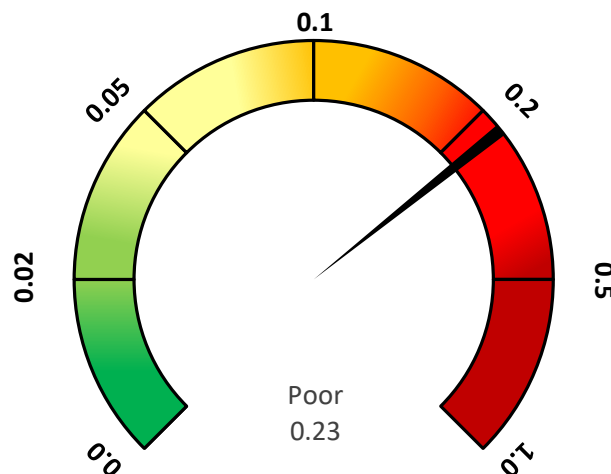
Facility Condition Index

The Facility Condition Index (FCI) provides a relative measure for comparing one building (or group of buildings) to another. This index is a calculation derived by dividing the total project cost for the first year of the study period by the total Current Replacement Value (CRV) of the building, which was calculated based on \$350 per square foot, which excludes land costs along with moveable furniture, fixtures, and equipment along with the property value. The replacement value considers the current property use and configuration.

FCI Range	Condition Description
0.00 - 0.02	Excellent Condition, typically new construction
0.02 - 0.05	Good Condition, renovations occur on schedule
0.05 - 0.1	Fair Condition, in need of normal renovation
0.1 - 0.2	Below Average Condition, major renovation required
0.2 - 0.5	Poor condition, total renovation needed
0.5 - 1.0	Complete facility renewal or consideration of replacement

Year 1 Expenditures	Current Replacement Value (CRV)	Facility Condition Index (FCI)
\$259,685	\$984,200	0.23

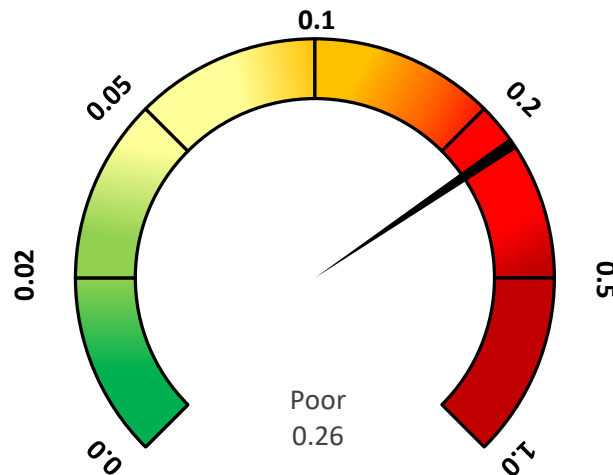
Facility Condition Index



In addition, the Facility Condition Needs Index (FCNI) is similar to the FCI but assists in comparing the expenditure needs of one building versus a group of buildings over a period of time. The FCNI also shows the cumulative effects if the deferred maintenance and capital renewal expenditures are not addressed in a timely manner. This index is a calculation, derived by dividing the total recommended expenditures over the entire 10-year study period by the total Current Replacement Value (CRV) of the building. The index is intended to show the current and future conditions of the building if no capital investment is made over the next 10 years. It should be noted that the FCNI does not account for increased costs due to ongoing deterioration resulting from expenditures not being addressed in a timely manner.

Accumulated Expenditures	Current Replacement Value (CRV)	Facility Condition Needs Index (FCNI)
\$259,685	\$984,200	0.26

Facility Condition Needs Index



The above information indicates that most of the expenditures for the property are required within the first year. However, if the recommended expenditures are not addressed within the first year, associated costs will likely escalate due to further deterioration and potential collateral damage. The FCNI also does not account for the functionality or suitability of the property in its current configuration and use.

1.0 SCOPE OF SERVICES & ASSESSMENT METHODOLOGY

The objective of this report is to produce a holistic facilities assessment and capital planning process that will result in a strong and well-developed plan to support strategic capital investment and to identify and reduce risk. In short, the objective is to assess the condition of all building and site systems and develop a prioritized forecast of anticipated capital expenditures over the 10-year study period between 2025 and 2034. This will inform the long-term investment plan for the building by developing an array of projects that can be inputted into a planning model from which sound management decisions can be made to best utilize funding resources. Specific objectives of this study are listed below:

- Identification and documentation of the present condition and risks of the building
- Recommendation of corrections for all deficiencies
- Provision of cost estimates for such corrections
- Forecasting of future facility renewal costs based on documented methodology of the building systems and components
- Developing a Facilities Condition Index (FCI) and Facility Condition Needs Index (FCNI) to illustrate the relative condition of the subject building

The primary purpose of the facilities condition assessment was to identify visually apparent deficiencies in the building systems and site. The evaluation included site visits to observe the building and site systems, interviewing building management and maintenance personnel, and reviewing available maintenance systems, design and construction documents, and plans.

We performed a visual non-destructive assessment of the interior, exterior and site components of each building, including the following major components and systems:

Accessibility. We completed a cursory review of the building for general conformance with applicable accessibility requirements and have reported our findings.

Site Systems. We visually observed the site systems for the removal of stormwater and evidence of poor drainage and/or erosion potential. We also reviewed (where applicable) the condition of pavements, site concrete, retaining walls, fencing, landscaping, playground equipment, athletic fields, basketball and tennis courts, aquatic centers and equipment, site grading, and stormwater drainage features.

Structural Systems. We observed the structures for visible signs of distress and have reported our findings.

Roof Systems. We visually evaluated the condition of accessible roof systems, accessories, and details. In addition, where applicable we discussed existing roof warranties.

Building Exterior Elements. We visually observed the exterior wall systems, windows, and door systems for visible evidence of deficiencies, continuity of seals, and other types of distress and have reported our findings. We reviewed available flashing and connection details for drainage design and observed the condition and placement of expansion joints. Our visual observations were based on those conditions that can be observed from ground level.

Interior Finishes. We visually observed the interior areas of each facility and reported on their general condition.

Mechanical/HVAC, Electrical, Plumbing (MEP) Systems. We observed the age and condition of the MEP and related building systems and have commented on their condition and visible deficiencies.

Fire and Life Safety. We observed the age and condition of the fire and life safety elements and have commented on their condition and any visible deficiencies. The elements surveyed included structural fire protection, means of egress, fire suppression systems, and fire detection and alarm systems.

Conveyance Systems. We visually evaluated the condition of the conveyance systems.

The recommendations provided in the report focus on the existing property, use, and configuration and generally excluded associated cost to improve the functionality or repurposing of the property, such as accessibility upgrades to accommodate public events or assemblies. As the future use of the property is unknown to us at the time of writing this report, we are unable to provide accurate recommendations and cost information on such plans.

The report does not include an evaluation of the National Register of Historic Places eligibility or significance, nor did the report evaluate the historic integrity of materials or features of the building.

Opinion of Cost

Opinions of cost presented within this report are based upon experience with past costs for similar projects, consulting with local specialty contractors, client provided information, city cost indexes, construction costs developed by construction resources such as RS Means and assumptions regarding future economic conditions. Actual cost estimates are determined by many factors, including but not limited to, choice and availability of materials, choice, and availability of qualified contractors, regional climate zone, quality of existing materials, site compatibility, and access to the subject property and buildings. If any cost items listed are considered critical in decision making regarding this property, we recommend that contractor or supplier quotations be obtained for those items before making final decisions about this property. Opinions of cost also typically exclude design fees, contractor markups, insurances, permits, and other associated soft costs.

Costs for work that we consider as normal maintenance for a commercial facility, including items which can be completed for less than \$2,000, work normally performed by the on-site maintenance staff, or work which is routinely contracted, may not be included in our cost evaluation but may be listed as maintenance/operational items.

Useful Life Development

A fundamental part of any capital planning process is the development of the Estimated Useful Life (EUL) and Remaining Useful Life (RUL) for each piece of equipment. EUL considers the life of a system or component of that system while RUL considers the remaining life of that system.

We developed our EUL and RUL based upon the determined condition, our professional experience, and the criticality of the system. Additional factors can also impact the RUL of a system, such as the level of maintenance that is carried out. The EUL is typically derived from industry standard publications, while the RUL is typically derived by location specific factors.

Expenditure Categories & Priorities

Axias has assigned a classification category for each recommendation regarding why the recommendation should be completed. We have classified each recommendation by one of the five classifications:

Category	Definition	Description
SM	Scheduled Maintenance	Scheduled maintenance is major maintenance that is typically required to maintain effective operation of an asset and/or prolong the lifecycle. This does not include items related to preventative maintenance activities and typically have a requirement total of over \$2,500.
CR	Capital Renewal	Capital Renewal projects correct unacceptable conditions caused by aged building components which will exceed their useful life cycle within the next ten years. These items generally function as originally intended. If execution of Capital Renewal projects is deferred for an inordinate amount of time, conditions may deteriorate, and the projects may be re-categorized as Deferred Maintenance.
DM	Deferred Maintenance	Deferred Maintenance is maintenance or repair that is past due. This work will return a component or system to an acceptable condition, prevent physical depreciation or loss in the value of a building, minimize or correct wear, and maintain the maximum reliability and current useful life of the facility or component.
ES	Energy & Sustainability	When the repair works, or replacement of equipment, or systems are recommended to improve energy and sustainability performance.
CI	Capital Improvement	When a recommendation to install or upgrade a system component improves or enhances the performance or functionality of the facility.

In addition to the classification category, we have assigned a priority rating for each recommendation to detail the timeframe of when the recommendation should be completed. We have prioritized each recommendation by one of the five classifications:

Priority	Definition	Description
I	Currently Critical	Conditions in this category require immediate action to either correct a cited safety hazard, stop accelerated deterioration, or return a facility/system to operation.
II	Potentially Critical	Conditions in this category, if not corrected expeditiously, will become critical within a year.
III	Necessary / Not yet Critical	Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.
IV	Recommended	Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility.
V	Appearance	Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.
VI	Does Not Meet Codes / Standards	Conditions in this category include items that do not conform to existing codes but are "grandfathered" in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction to comply with current code standards.

2.0 ACCESSIBILITY

During our site visit, a limited visual assessment for compliance with accessibility requirements was made. This report identifies physical barriers to accessibility that we observed. Our cursory review is not to be considered a full accessibility survey. A full accessibility compliance survey may reveal further aspects of the facility which are not accessible.

The ADA is a civil rights legislation enacted by the United States Congress on July 26, 1990. The ADA is not a building code. The United States Department of Justice published revised regulations for the 1990 ADA on September 15, 2010. The regulations adopted revised accessibility standards called the 2010 ADA Standards for Accessible Design that replaced the 1991 Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Applicability

Determination of which standard (1991 ADAAG or 2010 ADA Standard) is applicable to this facility and the "maximum extent feasible" is beyond Axias' scope of work. We recommend consultation with legal counsel and, if determined necessary, the development and implementation of a plan for physical barrier removal that satisfies the requirements of the ADA.

The ADA in its purest form relates only to facilities occupied or significantly altered after March 13, 1991. As this building was constructed before the implementation of the ADA guidelines, the facility is not required to comply with the guidelines; however, it is recommended to remove any existing barriers where feasibly possible and in a manner that will not affect the historical architectural character of the property.

Description

The table below provides a summary of the cursory accessibility review at the building:

ADA ACCESSIBILITY					
	Item	Yes	No	N/A	Comments
A. Building History					
1	Has an ADA survey previously been completed for this property?		x		
2	Have any ADA improvements been made to this property since original construction?		x		
3	Was the first occupancy at the subject property achieved after March 13, 1991?		x		
4	Has building ownership or building management reported receiving any ADA related complaints or litigation that have not been resolved?			✓	Axias is unaware of any past or present complaints or litigation concerning ADA compliance at the property.

B. Parking					
1	Do designated accessible parking spaces appear to be provided in sufficient number at appropriate locations?		x		Only street parking is provided on Buchanan St.
2	Do appropriate transitions from paved areas to sidewalks appear to be provided?		x		
3	Do walkway slopes/cross slopes appear to be adequate and not excessive?		x		The slope on the north sidewalk exceeds allowable limits.
4	Do walkways appear to be the correct width, and clear of obstructions, including overhanging limbs or vehicles that encroach?		x		Tree limbs to overhang the sidewalks on the north side.
5	Do ramps appear to have appropriate handrails and edge protection?			✓	No ramps are provided.
6	Do building entry point/access doors appear to be provided along an apparent accessible route?		x		North entrance is accessible, east entrance is provided w/ steps.
7	Do the main entrances appear to be barrier free and readily accessible (that is, no steps, obstacles, or revolving doors)?		x		
C. Exterior Accessible Route					
1	Is an accessible route present from public transportation stops and municipal sidewalks on the property?	✓			The building is located along City sidewalks.
2	Are curb cut ramps present at transitions through curbs on an accessible route?	✓			
3	Do the curb cut ramps appear to have the proper slope for all components?	✓			
4	Do ramps on an accessible route appear to have a compliant slope?			✓	
5	Do ramps on an accessible route appear to have a compliant length and width?			✓	
6	Do ramps on an accessible route appear to have compliant end and intermediate landings?			✓	
7	Do ramps on an accessible route appear to have compliant handrails?			✓	
D. Building Entrances					
1	Do a sufficient number of accessible entrances appear to be provided?		x		Only bottom level / North side is ADA accessible.
2	If the main entrance is not accessible, is an alternate accessible entrance provided?		x		ADA access to the first floor is not provided from the lower level.
3	Is signage provided indicating the location of alternate accessible entrances?		x		
4	Do doors at accessible entrances appear to have compliant clear floor area on each side?	✓			

5	Do doors at accessible entrances appear to have compliant hardware?		x		
6	Do doors at accessible entrances appear to have a compliant clear opening width?	✓			
7	Do pairs of accessible entrance doors in series appear to have the minimum clear space between them?			✓	
8	Do thresholds at accessible entrances appear to have a compliant height?	✓			
E. Interior Accessible Routes & Amenities					
1	Does an accessible route appear to connect with all public areas inside the building?		x		<i>Accessible route between floors is not provided.</i>
2	Do accessible routes appear free of obstructions and/or protruding objects?			✓	
3	Do ramps on accessible routes appear to have a compliant slope?			✓	
4	Do ramps on accessible routes appear to have a compliant length and width?			✓	
5	Do ramps on accessible routes appear to have compliant end and intermediate landings?			✓	
6	Do ramps on accessible routes appear to have compliant handrails?			✓	
7	Are adjoining public areas and areas of egress identified with accessible signage?			✓	
8	Do public transaction areas have an accessible, lowered counter section?			✓	
F. Interior Doors					
1	Do doors at interior accessible routes appear to have compliant clear floor area on each side?		x		
2	Do doors at interior accessible routes appear to have compliant hardware?		x		
3	Do doors at interior accessible routes appear to have compliant opening force?	✓			
4	Do doors at interior accessible routes appear to have a compliant clear opening width?		x		<i>Restroom door at addition is not accessible.</i>
G. Elevators					
1	Are hallway call buttons configured with the "UP" button above the "DOWN" button?			✓	
2	Is accessible floor identification signage present on the hoist way sidewalls?			✓	
3	Do the elevators have audible and visual arrival indicators at the entrances?			✓	
4	Do the elevator hoist way and car interior appear to have a minimum compliant clear floor area?			✓	

5	Do the elevator car doors have automatic re-opening devices to prevent closure on obstructions?			✓	
6	Do elevator car control buttons appear to be mounted at a compliant height?			✓	
7	Are tactile and Braille characters mounted to the left of each elevator car control button?			✓	
8	Are audible and visual floor position indicators provided in the elevator car?			✓	
9	Is the emergency call system at the base of the control panel and does not require voice communication?			✓	
H. Toilet Rooms					
1	Do publicly accessible toilet rooms appear to have a minimum compliant floor area?		x		Neither restroom is ADA accessible.
2	Does the lavatory appear to be mounted at a compliant height and with compliant knee area?		x		
3	Does the lavatory faucet have compliant handles?		x		
4	Is the plumbing piping under lavatories configured to protect against contact?		x		
5	Are grab bars provided at compliant locations around the toilet?		x		
6	Do toilet stall doors appear to provide the minimum compliant clear width?		x		
7	Do toilet stalls appear to provide the minimum compliant clear floor area?		x		
8	Do urinals appear to be mounted at a compliant height and with compliant approach width?		x		
9	Do accessories and mirrors appear to be mounted at a compliant height?		x		

Condition & Recommendations

The property was noted to not be compliant with the ADA guidelines given the fact that it was built before 1991. Significant alterations would need to be completed to make the property fully accessible. Any future plans for the property should consider the future intended use as well as the requirements to remove existing barriers.

The building has street parking along City sidewalks at the north entrance into the addition, but these parking spaces are not accessible given the slope of the street and sidewalks. The main entrance to the original structure is not accessible due to the front steps, and an accessible route to the 1960's addition entrance is not provided from the main entrance due to the topography of the site. Once within the 1960's addition, circulation throughout the building is limited to that level due to no conveyance systems or wheelchair lift being provided. These conditions do present significant barriers that will need to be considered once the future use of the building is determined.

The restroom in the addition is located off the main meeting area in a small room shared with the air handling unit. The other restroom is located off the kitchen and is accessed via stairs due to the toilet being on a raised platform. Given that the building was constructed prior to the implementation of the ADA, we have excluded upgrades required to make the restrooms compliant. Additional planning would need to go into constructing an accessible restroom given the current building layout.

3.0 SITE FEATURES

Description

The structure is located on a 0.19 acre of land located at the corner of Buchanan Street and North Peachtree Street, that slopes moderately from the south to north. Cast-in-place concrete sidewalks are along the street facing sides of the property. The main entrance to the original structure is located off North Peachtree Street and accessed via a cast-in-place concrete sidewalk and concrete steps with painted tubular steel railings. An additional concrete sidewalk that parallels Buchannon Street leads down to the entrance of the 1960's addition. Additional cast-in-place concrete steps with painted steel railings are provided along the route due to the topography of the property.

The structure occupies most of the site with the remainder provided with various landscaping elements, manicured lawns, and wooded areas. Mature trees are provided throughout the property. Portions of the property are overgrown with ivy, primarily at the rear of the 1960's addition, or have areas of organic growth, such as moss.

A memorial garden/sitting area is located at the northeast corner of the property that includes bench seating and a garden arch trellis. Railroad tie retaining walls are provided at two sides of the garden area.

Site lighting at the property is limited to City street lighting and limited exterior lighting at the main entry alcove.

A historical marker and flagpole are located at the front of the property off the main sidewalk.

Condition & Recommendations

The site elements appeared to be in fair to good condition. The sidewalks appeared to be in fair to good condition with select sidewalk panels noted to have settled or heaved creating a trip hazard. It is recommended to replace these sidewalk sections in the near-term.

The steps on the north side of the property along Buchannon Street have settled and been displaced by tree roots. The damage appeared to be significant, and the steps should be replaced in the near-term. Due to the tree routes, it may not be possible to place the steps in the same location without removing the roots. A certified arborist should be consulted to determine if removing any of the roots would impact the health of the respective tree before completing any work.

The landscaped areas appeared to be in fair condition. The areas at the back of the property should be maintained including the removal of ivy and fallen leaves. We did note water ingress into the addition where the restroom is located which is likely due to the grade level and leaves being above the height of the floor slab allowing water to ingress into the building.

A tree located toward the northwest corner of the property appears to have either partially fallen previously or has grown at an approximate 45° angle which could potentially make it a risk for falling. It is recommended to have the tree inspected and removed if a potential hazard. The remaining trees should be trimmed to remove overhanging branches.

4.0 STRUCTURAL SYSTEMS

Description

The original structure, built circa 1921, is likely built on concrete strip foundations supporting the stone masonry foundation walls. The superstructure typically consists of perimeter multiple wythe brick masonry walls with intermediate structural brick piers, supporting a wood framed trussed roof. This roof structure is understood to be comprised of the original roof trusses and decking.

The 1960's addition is also likely built on concrete strip foundations with load bearing perimeter concrete masonry unit walls covered with a brick veneer. The load bearing perimeter walls support site-built wood trusses.

The lower level of the original structure and the addition are provided with a cast-in-place concrete slab-on-grade. The main level of the original structure is constructed of wood framing with intermediate wood columns which are supported by isolated concrete piers. Approximately 50% of the area below the main level is open crawl space, which is provided with a vapor barrier.

Condition & Recommendations

Overall, the structural systems appeared to be in fair to good condition with no significant structural deterioration noted. As noted within the Site Systems Section of this report, water ingress was noted on the south/rear elevation of the 1960's addition at the restroom. This is likely due to the grade in that area allowing water to enter the building. This area should be regraded, and a proper foundation drain installed to remove water away from the building foundation. It is also recommended to reapply the waterproofing membrane at areas where the site cannot be regraded properly.

Areas within the crawlspace appeared to be in good condition with no evidence of water infiltration noted at the time of our assessment. The foundation walls also appeared to be in good condition with no instance of cracking or settling noted at observable areas.

We did note some potential movement where the 1960's addition meets the original structure, as it appeared that some materials have pulled away from the original structure creating a wider gap between the two structures. The construction detail at these locations did not appear to allow for movement from the beginning and it appears that over time, some movement has occurred. It should be noted that there were no instances of stair-step or shear cracking within the interior or exterior masonry of the addition, only what appears to be the widening of the construction joint between the two structures. It is recommended to complete crack monitoring of these locations to determine if the movement is ongoing or just a product of minor settlement. Once further investigation is completed, it is recommended to seal these construction joints with a sealant appropriate for the application.

The roof structure of the 1960's addition was accessed. The roof trusses appeared to be in good condition; however, we did note localized damage to the roof decking, which will need to be replaced in conjunction with the asphalt shingle roof.

A Roof Structure Conditions Report issued by Barker, Cunningham, Barington, PC and dated October 5, 2017, was reviewed. The assessment did include some destructive investigation to observe the underside of the roof deck at the original structure. The access point for the assessment remains open; however, access was not available at the time of our assessment. Based on the noted conditions of the report and observed conditions of the interior ceiling finishes in the area, the roof deck will likely be in fair to good condition. Some isolated roof decking may require replacement during the roof replacement project and such costs have been included within the roof replacement cost recommendation.

5.0 ROOFING COMPONENTS

Roofing Systems

Description

The main roof of the original structure consists of modified bitumen rolled roof membrane. The buildup/detail of the complete roof system is unknown. The roof is enclosed on three sides with parapets which are extensions of the exterior façade. Parapets are flashed utilizing a similar material to the main roof, which appears to be lapped over the wall and capped with limestone and then wrapped with unfinished metal.

The roof slopes from the east to west to convey stormwater to the box gutters installed along the western edge of the roof with a single downspout provided at the southwest corner. Select sections of the gutter appear to have gutter guards.

The addition consists of a sloped asphalt shingle roof. The addition section of the building has open top aluminum gutters at the eaves of the building. Counter flashing at the extension's back brick façade of the original structure appends the transition from the original to the addition.

Condition & Recommendations

The main roof appeared to be in poor condition with wrinkling of the membrane and bridging of the parapet flashings. The roof appeared to have been repaired multiple times with the seams, laps, and joints of the metal cap sealed with an asphaltic based roofing cement. Indications of current or historical roof leaks were not evident within the interior of the building, except for any area of destructive exploration created during the Roof Structures Condition Assessment as previously noted. Based on the noted conditions of the roof membrane, it is recommended to remove the existing roofing system down to the deck, repair any damaged roof deck and install a new roof system with a TPO roof membrane. Parapet flashings should also be replaced in conjunction with the roof and the repairs to the parapet caps discussed in the Exteriors Section of this report. It is recommended to complete materials testing to determine if any asbestos or polychlorinated biphenyls (PCBs) containing materials are present.

The roof at the addition was in poor condition. The soffit had severe deterioration and damage on the south side of the building, along with some minor deterioration on the north. Potential roof deck damage was also noted when observing the underside of the roof deck. Based on the condition of the roof and deck, it is recommended to replace the asphalt shingle roof in the near-term.

The gutters and downspouts appeared to be in poor condition. We did note instances of damaged gutters as well as downspouts which drained to grade adjacent to foundations. Based on the condition of the gutters and downspouts, it is recommended to replace them in conjunction with the roof replacements. The downspouts should be tied into a drainage system in order to ensure stormwater is directed away from the structure.

6.0 BUILDING EXTERIORS

Description

The exteriors consist of traditional red iron-oxide bricks laid in a running bond pattern, with untinted mortar. The original portion of the structure features embellishments in the form of corbelled brick ledges and painted wood cornices at the front-facing elevations. Rough-cut granite stone foundation walls are exposed along the bottom edge of the same elevations. The stones are natural-faced granite with untinted concave mortar infill. Brick pillars detail each of the corners of the building exterior. Stone lintels and sills are utilized at window openings, while the main entryway and doorway also feature a stone lintel at each. The top of the masonry wall is topped with a limestone cap which is wrapped with metal.

Architectural detailing in the form of masonry lettering adorns the front entryway along with two rounded American Colonial (Tuscan) columns, a set of concrete steps, and metal handrails.

The 1960's portion of the building features unembellished brick walls with soldier bricks along the top edge, and pitched row-lock brick sills at windows. Painted wood facias, soffits, and bargeboards delineate the perimeter at roof overhangs.

Windows at the building consist of single-hung wood-framed multi-lite windows painted to match trim detailing. At the original portion of the building, sills are profiled frames and at the 1960's portion, sills are pitched wood surfaces. Glazing at each window is single pane and untinted. The main entrance at North Peachtree Street features a solid wood door package with multi-lite glazing set between two side-lites of matching design. A wood screen-door is installed outside the main door. At the rear entry, off Buchanan Street, is a set of painted solid wood paneled doors with partial multi-lite glazing, set in a metal frame.

There were no notable control joints at the exterior, and construction joints abutting masonry typically consisted of simple mortar. Fenestration openings along the exteriors utilized wood frames, masonry, and fitment for sealing out moisture. Weepholes at masonry walls were not observed.

Condition & Recommendations

The exterior elements at the original structure appeared to be in fair condition. Areas of deteriorated mortar joints were noted, primarily at the tops of the walls above the ledge that runs along the upper portion of the exterior walls. Organic growth was also noted at the northwest corner of the original structure, likely due to the area not receiving sufficient sunlight. Only a few spalled bricks were noted. Based on the condition of the exterior masonry elements, it is recommended to budget for a masonry restoration project. This should include removal of deteriorated mortar joints and placement of new mortar joints. The restoration work should be completed in a manner that does not impact the historical character of the property.

The limestone cap provided at the tops of the masonry walls appeared to be in poor to fair condition. The limestone has been wrapped with metal likely due to deteriorated mortar joints and potential water ingress. The metal capping is now in poor condition and should be removed and the limestone repaired. Although not completely visible, the limestone caps did appear to be intake with only deteriorated mortar joints. It is recommended to remove the caps and provide a proper flashing detail, and then re-install the limestone.

The cornice at the front elevations appeared to be in poor condition with sections of damaged wood noted. In addition, the top of the cornice was capped with painted metal, which appeared to be rusting in some areas. There also appears to be no flashing detail tying the cornice into the façade. It is

recommended to budget for restoring the wood cornice detail which should include replacement of damaged wood, replacement of the metal cap, and providing a flashing or type of detail to ensure water is directed away from the façade.

The exterior windows appeared to be in fair condition with instances of damaged wood at sashes and frames. We also noted that the original windows no longer appeared operable as most of the window sash cords were no longer fixed. Given the age and condition of the windows, it is recommended to budget for their replacement. It is recommended to replace the windows with a similar style window to not detract from the historical character of the property should it ever get placed on the National Register of Historic Places. Should budgets not be able to support replacement of all windows, select windows could be refurbished in lieu of complete replacement. Any such work should include testing of the exterior paint to confirm the presence of lead as well as consulting with a historic preservationist to determine an appropriate window replacement.

The exterior doors appeared to be in fair to good condition. The doors were operable at the time of our site assessment and should remain serviceable throughout the term with periodic repairs and repainting.

7.0 BUILDING INTERIORS & FINISHES

Description

The original library area on the main level consists of stained red oak hardwood flooring, painted plaster walls, and painted plaster ceiling with wood purlins spaced throughout. Stained wood trim is provided around the windows along with stained crown molding. A built-in wooden bookcase lines the perimeter of the interior walls.

Interior finishes at the 1960's addition consist of low pile roll carpeting, painted concrete masonry unit and granite walls, and a suspended acoustical tile ceiling. Doors consist of painted wood set in wood frames with knob hardware.

There are two restrooms – one that is accessed via the kitchen and the other one in the addition portion. Restroom finishes include a combination of beadboard ceiling, beadboard wall panels and wallpaper finishes, and carpeted flooring. Both restrooms are provided with a porcelain toilet; however, only the kitchen restroom provides a porcelain sink.

The kitchen area finishes consist of linoleum flooring, painted plaster, granite walls, and a beadboard ceiling. The kitchen is provided with cabinetry and a laminated countertop. Appliances are limited to a dishwasher.

A painted wooden staircase located in the kitchen provides access between the first floor and second, which is accessible via the main entrance from the exterior.

Condition & Recommendations

Interior finishes within the addition area were in poor to fair condition with signs of distress, peeling paint and/or deterioration. Animal waste was noted on top of the ceiling tiles throughout the entire space. We have included an allowance to remediate the animal waste, which will likely have to include the complete demolition of the suspended ceiling. Once this is completed, a new suspended ceiling will need to be installed. We also noted that the carpet in the addition was saturated due to the noted exterior issues. Once the remediation is complete, the carpeting should also be replaced.

The condition of the restrooms was fair condition but dated. It is recommended to renew the finishes in the restrooms. Upgrades for ADA compliance have been excluded as to make the restrooms compliant, a significant reconfiguration would be required.

Finishes in the kitchen were fair but dated; however, the linoleum flooring was peeling and will need to be replaced within the study period.

The finishes within the main library area were in fair condition, with some peeling paint noted at the walls. There still exists a hole in the ceiling where a roof inspection was completed in 2017 assessing the leaks. The ceiling was also noted to be sagging in some locations. It is recommended to repair the damaged plaster ceiling and correct any sagging areas. The associated costs to repair the ceiling may vary based on the extent of the repairs once the work begins. Once complete, the ceiling and remaining areas should be repainted.

8.0 MECHANICAL SYSTEMS

Description

Conditioned air for the 1960's addition is provided by one split system air conditioning unit. The split system consists of a grade mounted condensing unit along with an interior natural gas fired furnace and evaporative coil. The natural gas furnace was manufactured in 2008 by International Comfort Products with a rated capacity of 40,000-btuh, while the condensing unit was manufactured by ComfortMaker in 2008 with a rated capacity of 2-tons. Conditioned air is typically distributed through metal ductwork. The split system is controlled via a wall mounted programmable thermostat.

A ceiling mounted ventilation fan is provided at the activity/meeting room area of the 1960's addition and is controlled by a local switch. It is anticipated that this was installed at the time of construction and the split system unit was installed at a later date.

The original structure is not provided with a means of mechanical air conditioning. Ventilation and circulation of air is provided by any remaining operable windows and a ceiling fan. The original library space is provided with a chimney and was likely heated with a wood or coal burning stove.

Condition & Recommendations

The split system unit appeared to be in fair condition. The unit was operational in both heating and cooling modes at the time of our site visit. These types of systems typically have a 20-year service life and should be budgeted for replacement in the near-term.

Once the renovation/remediation of the 1960's addition is completed, it is recommended to clean the interior ductwork to remove any buildup of debris or contaminants.

The ventilation fan was operational at the time of our site visit. With the installation of the split system, the fan can be removed if desired.

Installation of a heating and cooling system within the original structure has not been considered by this report due to the various system types and configurations. If windows are repaired, this could provide additional natural ventilation within the space for future events. However, should a heating and cooling system be required based on the future use of the property, the system should be installed in a manner that does not detract from the architectural character and features of the interiors.

9.0 ELECTRICAL SYSTEMS

Description

Electrical service is provided via an overhead 120/208-volt single-phase supply to an electrical service mast and meter on the north elevation. The meter feeds a 100-amp main breaker panel manufactured by SquareD located within the small restroom in the 1960's addition. Main conductors serving the panel are aluminum, while copper conductors appear to be utilized for all branch wiring.

Lighting throughout the building varied based on the area of use. Lighting fixtures typically consist of T-12 & T-8 fluorescent light fixtures, surface mounted fluorescent lights, ceiling fans with light kits, and basic single lamp fluorescent lights. Lighting is typically controlled via local switch or pull string.

Telecommunication, data, intrusion detection, or cable services were not noted at the property.

Condition & Recommendations

The electrical service appeared to be in fair condition. Thermographic scans of the panel did indicate potential loose connections and select breakers which should be tightened. Some cloth insulated wiring was noted above the ceiling in the 1960's addition leading to the original structure. We were unable to determine if it was still in use and what it served as the panel directory was not accurate. It is recommended to trace the circuit down and replace the cloth insulated conductors in the near-term.

The main breaker panel appears to date to the time of the 1960's addition, with various breakers having been replaced since the installation. Based on the age of the panel, it is recommended to budget for the replacement of the panel in the mid-term or in conjunction with any future major renovation.

It should be noted that if additional electrical loads are required for future use, the electrical service would likely need to be upgraded. This analysis has been excluded due to the unknown future use and future electrical load profile.

Lighting throughout the building was functional but appeared dated. It is recommended to replace the fluorescent fixtures throughout during the interior renovations.

10.0 PLUMBING SYSTEMS

Description

Domestic water service appears to enter the building on the north elevation, off Buchanan Street. The domestic water piping observed within the crawlspace is a combination of copper and galvanized piping. Domestic hot water is provided by an electric storage tank water heater.

Plumbing fixtures throughout the building typically consist of floor mounted water closets and lavatories are typically wall mounted. A lavatory is not provided in the 1960's additional restroom and was likely removed for the installation of the air handling unit.

Sanitary waste systems observed consists of cast iron piping and PVC. The restroom off of the kitchen area is on a raised platform. The adjacent lavatory, kitchen sink, and dishwasher all appear to drain to a sump pump located in the crawlspace; however, the toilet is believed to tie into a separate sanitary sewer main as a cast iron drain line with PVC repairs was noted running beneath the sump pump.

Condition & Recommendations

The main domestic water service and distribution were in fair condition. It is recommended to replace all remaining galvanized piping throughout the building.

The water heater is located in a corner of the kitchen cabinets and is only accessible by removing the dishwasher, so access to the water heater was restricted. Based on the anticipated age of the water heater, it is recommended to budget for its replacement in the near-term.

The observable sanitary piping appeared to be in fair condition. We did note that the discharge piping does slope back toward the pump instead of away. The pump is provided with a check valve, but it is recommended to adjust the slope of the pipe so that it slopes away from the pump. The toilet in the restroom off the kitchen was noted to have a sign indicating not to use the toilet. Given that we were unable to identify where the main sanitary line exits the building and its unknown condition, it is recommended to budget for further investigation of the internal piping and investigate why the toilet should not be utilized.

Should the property ever undergo an extensive renovation, relocation and configuration of the restrooms should be considered. In addition, a new sanitary sewer main should be provided.

11.0 FIRE AND LIFE SAFETY SYSTEMS

Description

The fire and life safety systems at the property are limited and typically only include battery-operated smoke detectors. The property is not provided with a fire sprinkler system or a monitored fire detection and notification system.

There are only two means of egress from the building as detailed throughout this report. Vertical circulation from the main level to the lower level is provided by wood steps with wood handrails. Emergency exit signage and/or lighting is not provided. A posted Certificate of Occupancy notes an approved occupant load of 70.

Condition & Recommendations

The means of egress appeared to be compliant with the codes enforced at the time of construction. Future renovations or changes of use type will likely need a detailed life safety code assessment as part of the design effort. This should evaluate any potential code improvements that would be required as part of any future renovation.

The handrails on the steps do not meet current codes but are considered to be grandfathered based on the date of construction. Should the building ever undergo an extensive renovation, the handrails will likely be required to be modified to comply with current codes.

Battery operated smoke detectors should be replaced as the date of installation is unknown. In addition, a carbon monoxide detector should also be installed near the natural gas furnace. Emergency exit lights and signage should be installed where required.

12.0 CONVEYANCE SYSTEMS

Description

There are no conveyance systems at the property.

Condition & Recommendations

Depending on the future use of the property, an accessible lift may be required to make the property fully accessible; however, given that the future use and configuration of the property is not known at this time, the installation of a lift has been excluded from this report.

13.0 ENVIRONMENTAL REVIEW

Description

As part of our assessment, we completed a visual review of the property for potential hazardous materials, such as lead-based paint and asbestos containing materials, and conditions that would impact the indoor air quality. It is recommended to complete a more detailed assessment and include material testing prior to the commencement of any work at the property.

Based on our visual assessment, there are several potential asbestos containing materials present at the site and include the exterior sealants, roofing materials, and the ceiling tiles in the 1960's addition. Lead-based paint potentially could be present in the exterior and interior paint. At the time of our site assessment, there was minimal peeling or flaking paint noted.

Condition & Recommendations

Indoor air quality testing to determine the presence of any suspect microbial growth was not completed as part of our assessment scope. We did note evidence of animal activity in the ceiling plenum of the addition, as animal waste was noted on top of the ceiling tiles. This does present an indoor air quality risk and should be remediated immediately.

Appendix A

Capital Expenditure Forecast



Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Accessibility																									
1	The property does not comply with ADA guidelines given the original construction date and is currently considered grandfathered. Multiple barriers will need to be removed should the property ever be opened up to the public. This would include the installation of a ramp to the front entrance, accessible restrooms, a lift or accessible route to the lower level, and modification to parking. As the intended future use of the property is unknown, we have excluded such cost recommendations until a defined property use is provided.																								\$0
Site Systems																									
1	Replace settled concrete sidewalk and steps	III	DM	3	3	3	3	12	High		1	1	ALLOW	\$4,000	\$4,000										\$4,000
2	Replace railroad tie retaining wall	III	SM	5	4	4	4	17	Low		1	80	SF	\$25	\$2,000										\$2,000
3	Have arborists inspect the trees on site and trim/remove trees where necessary.	III	DM	4	3	4	4	15	Medium		1	1	ALLOW	\$3,000	\$3,000										\$3,000
Structural Systems																									
1	Provide/repair foundation drain at building addition and replace waterproofing at below grade walls .	II	DM	3	3	4	3	13	High	20	1	85	LF	\$25.00	\$2,125										\$2,125
2	Complete destructive investigation and repairs to examine condition of wood framing at southwest elevation of addition where water ingress noted. Actual costs could vary based on findings.	II	DM	3	3	4	4	14	Medium	20	1	1	ALLOW	\$3,500	\$3,500										\$3,500
3	Complete crack monitoring at construction joint and repair/seal joints.	III	DM	4	3	4	4	15	Medium	20	1	1	ALLOW	\$2,000	\$2,000										\$2,000
Roofing Systems																									
1	Replace the asphalt shingle roof. Include allowance for deck replacement.	II	DM	3	3	3	3	12	High	20	1	1,200	SF	\$8.00	\$9,600										\$9,600
2	Replace low-sloped roof. Includes allowance for potential environmental abatement, structural repairs, base flashings, and deck replacement.	III	DM	3	3	4	4	14	Medium	20	1	970	SF	\$60.00	\$58,200										\$58,200
3	Repair damaged soffit and repaint.	II	DM	3	3	3	3	12	High	15	1	110	SF	\$30.00	\$3,300										\$3,300
4	Replace gutters and downspouts. Include gutter guards and modifying downspouts to discharge away from building.	III	DM	3	3	4	4	14	Medium	20	1	150	LF	\$25.00	\$3,750										\$3,750

Attachment: Norcross Woman's Club - FCA Report - 101424 (25-7361 : Way-Ahead for Historic Library/Women's Club)



Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Exterior Elements																									
1	Complete masonry restoration of brick exteriors and chimney. Includes limestone wall cap repairs/restoration. Actually cost may vary based on further analysis of the mortar integrity.	III	DM	3	3	4	4	14	Medium	25	1	350	SF	\$120	\$42,000										\$42,000
2	Repair and repaint wood cornice.	III	DM	3	3	4	4	14	Medium	25	1	90	LF	\$150	\$13,500										\$13,500
3	Replace windows (large windows 7' x 3').	III	DM	3	3	3	4	13	High	25	1	4	EA	\$2,500	\$10,000										\$10,000
4	Replace windows (smaller at addition 5' x 3').	III	DM	3	3	3	4	13	High	25	1	14	EA	\$1,500	\$21,000										\$21,000
Interiors																									
1	Renovate both bathrooms (excludes ADA modifications).	V	CR	4	4	4	4	16	Medium	15	3	2	EA	\$4,500			\$9,000								\$9,000
2	Repair ceiling in library area and repaint entire space. Cost increased due to additional ceiling repairs at sagging areas. Actually cost may vary based on extent of repairs.	III	DM	4	4	4	4	16	Medium		1	900	SF	\$10.00	\$9,000										\$9,000
3	Refinish hardwood floor (Preservation Measure).	III	SM	4	4	4	5	17	Low	8	1	900	SF	\$4.00	\$3,600										\$3,600
4	Replace carpet in 1960's addition.	III	DM	4	3	4	4	15	Medium	10	1	95	SY	\$30	\$2,850										\$2,850
5	Allowance to renew interior finishes in the kitchen area, including cabinetry.	V	CR	4	3	4	5	16	Medium	20	3	300	SF	\$30			\$9,000								\$9,000
6	Install new suspended ceiling system in 1960's addition after demo/remediation.	V	DM	3	4	4	4	15	Medium	20	1	860	SF	\$8	\$6,880										\$6,880
Mechanical																									
1	Replace split-system which was manufactured by Comfort Maker in 2008/ 2019 (double check model).	III	CR	3	4	5	5	17	Low	15	3	1	EA	\$5,500			\$5,500								\$5,500
2	Clean ductwork.	III	DM	3	3	3	3	12	High	10	1	1	ALLOW	\$850	\$850										\$850
Electrical																									
1	Replace 100 amp electrical panel manufactured by SquareD, including main incoming feeder.	III	CR	3	4	4	4	15	Medium	40	4	100	AMP	\$50				\$5,000							\$5,000
2	Replace cloth insulated wiring.	III	DM	3	3	3	3	12	High	40	1	100	LF	\$12.00	\$1,200										\$1,200
3	Replace light fixtures throughout.	III	DM	3	4	4	4	15	Medium	25	1	18	EA	\$450	\$8,100										\$8,100



Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

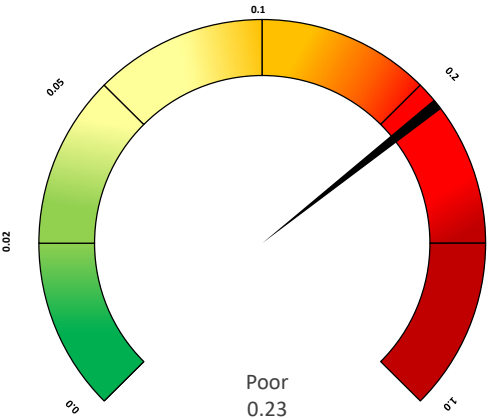
Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Plumbing																									
1	Replace remaining galvanized domestic water piping.	III	DM	3	4	4	4	15	Medium	40	1	1	ALLOW	\$4,000	\$4,000										\$4,000
2	Adjust sanitary sump pump discharge slope.	III	DM	3	4	5	5	17	Low	10	1	1	EA	\$750	\$750										\$750
3	Replace 6-gallon water heater. Access to the system was unavailable, but based on the building and other systems, it is recommended to replace this unit as well.	III	CR	3	4	5	5	17	Low	10	3	1	EA	\$800			\$800								\$800
4	Investigate condition of main sanitary sewer lateral and investigate note stating not to use the one toiler.	III	SM	3	4	4	5	16	Medium		1	1	EA	\$1,500	\$1,500										\$1,500
Fire & Life Safety																									
1	Install combination exit and emergency lighting.	III	DM	3	3	3	3	12	High		1	4	EA	\$750	\$3,000										\$3,000
Environmental																									
1	Complete remediation/cleanup of animal waste above suspended ceiling. Ceiling tiles potential ACM.	I	DM	2	2	2	2	8	Critical		1	960	SF	\$8	\$7,680										\$7,680
2	Complete environmental testing for hazardous materials.	II	DM	3	3	3	3	12	High		1	1	ALLOW	\$3,000	\$3,000										\$3,000
Notes: 1. A historic preservationist should be consulted before the completion of any interior and exterior work. 2. Hazardous materials testing should be completed before the commencement of any work. 3. Opinions of cost generally exclude A/E fees, general contractor markups, permits, etc. 4. Recommendations generally exclude improvements to the property to make it suitable for another use or program.														Required Cost (2024 US-Dollars)	\$230,385	\$0	\$24,300	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$259,685
														Required Cost (Inflated @ 8% for 1st 3 years then 3% Per Yr.)	\$248,816	\$0	\$30,611	\$5,628	\$0	\$0	\$0	\$0	\$0	\$0	\$285,054
														Total Cost (2024 \$/ SF/ Yr.)	\$81.93	\$0.00	\$8.64	\$1.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92.35



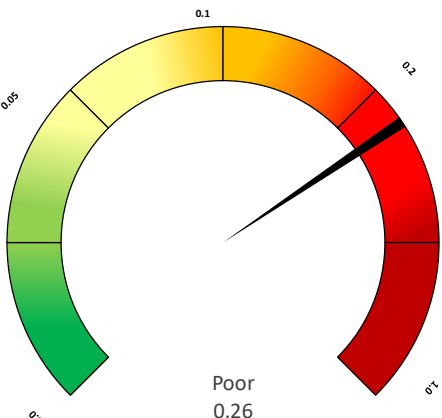
Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Financial Summary

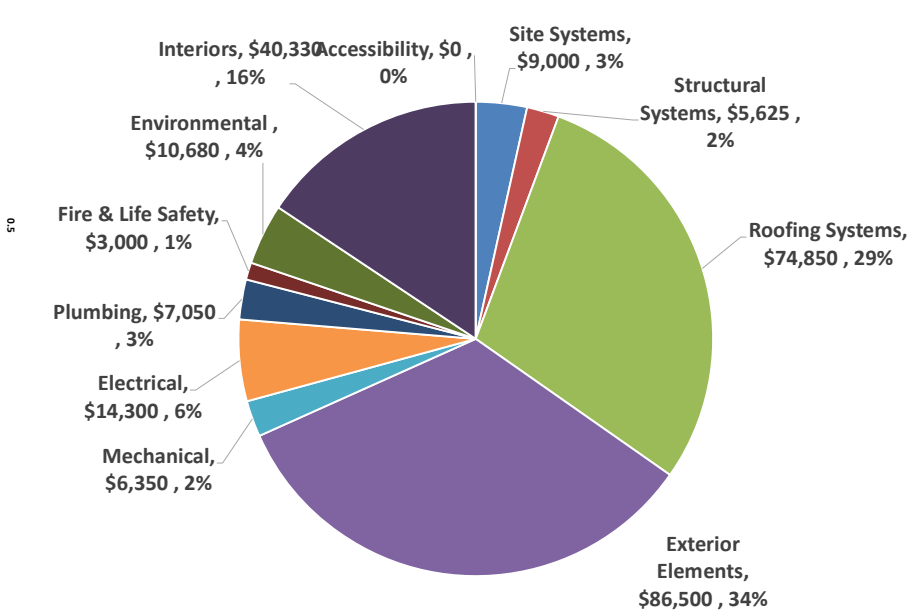
Facility Condition Index



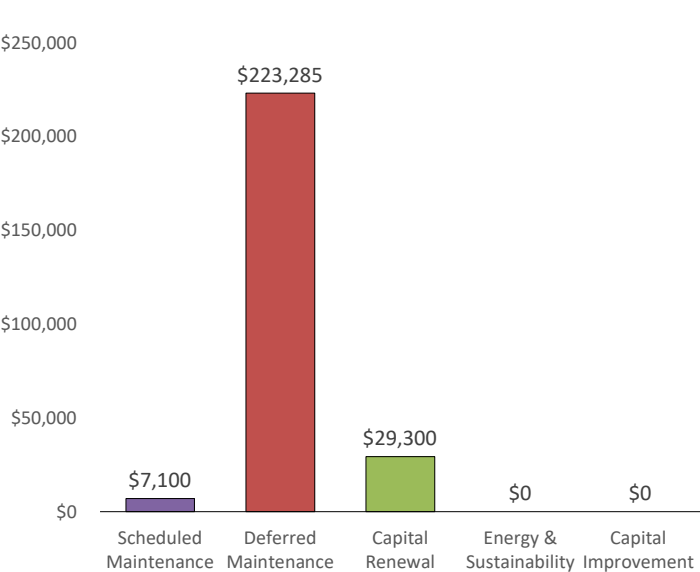
10 Year Facility Condition Index



Summary by System

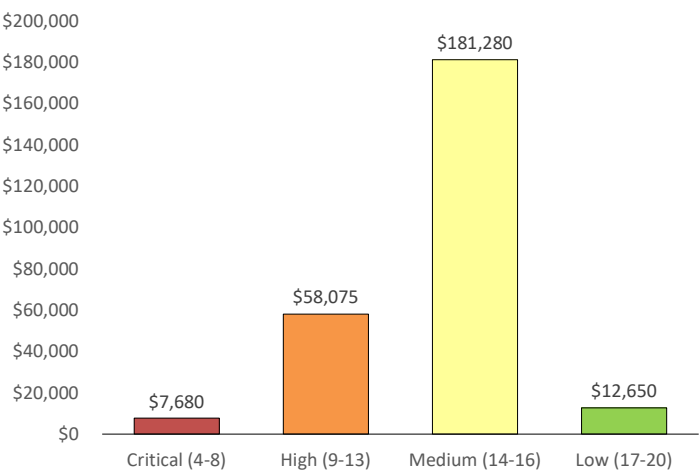


Expenditures by Deficiency Category

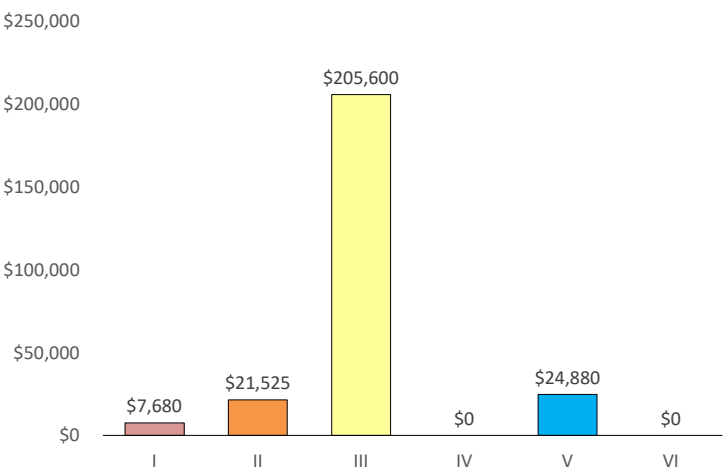


FCI Range	Condition Description
0.00 – 0.02	Excellent condition, typically new construction
0.02 – 0.05	Good Condition, renovations occur on schedule
0.05 – 0.1	Fair Condition, in need of normal renovation
0.1 – 0.2	Below average condition, major renovationrequired
0.2 – 0.5	Poor condition, total renovation needed
0.5 – 1	Complete facility replacement indicated

Expenditures by Risk



Expenditures by Priority Category



Risk	Definition
Critical	Critical (4-8)
High	High (9-13)
Medium	Medium (14-16)
Low	Low (17-20)

Priority	Definition
I	Currently Critical
II	Potentially Critical
III	Necessary / Not yet Critical
IV	Recommended
V	Appearance
VI	Does Not Meet Codes / Standards

Appendix B

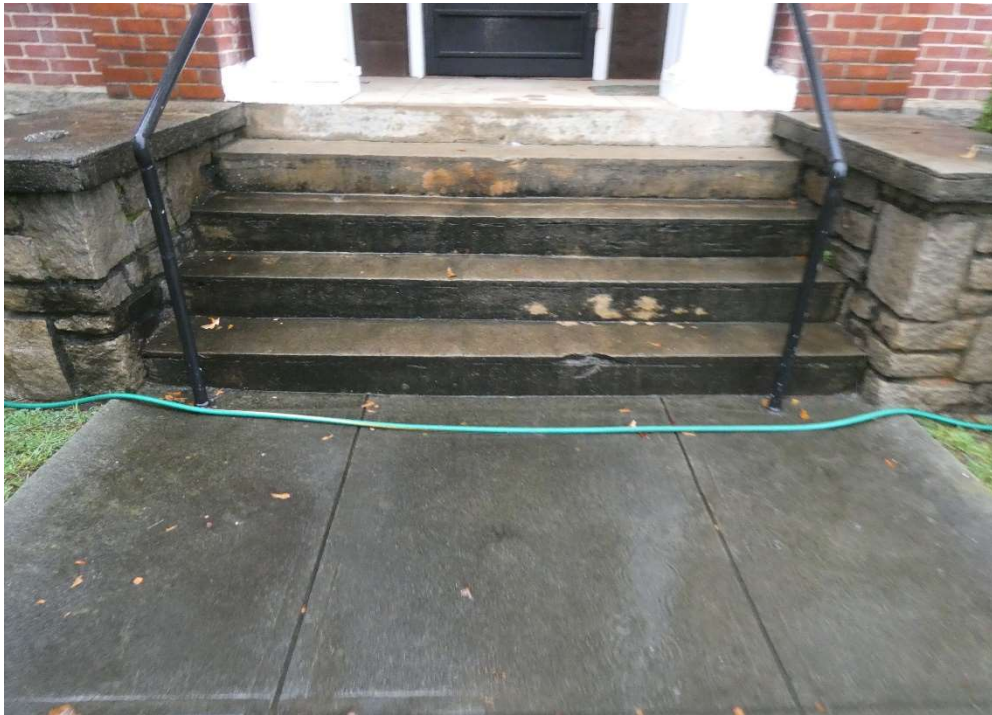
Photographs

**Photograph 1.**

General overview of the property.

**Photograph 2.**

Steps and concrete sidewalk panels need to be replaced.

**Photograph 3.**

Main entrance is not accessible.

**Photograph 4.**

Area where leaves and other vegetation has grown up causing poor drainage and water ingress into the building.

**Photograph 5.**

Main downspout discharges at grade adjacent to foundation.

**Photograph 6.**

Potential trip hazard at sidewalk north of the building.

**Photograph 7.**

Area of off street parking is not considered accessible due to cross slope and overall gradient.

**Photograph 8.**

General overview of the original structure's foundation wall and wood floor framing.

**Photograph 9.**

Some potential movement between the original structure and addition..

**Photograph 10.**

Separation is more noticeable on the interior of the building. No noted stair step or shear cracking in the CMU.

**Photograph 11.**

Condition of flashing at the sloped roof,.

**Photograph 12.**

Significant soffit damage noted at the south side of the addition.

**Photograph 13.**

General overview of the sloped shingle roof.

**Photograph 14.**

General overview of the main roof.

**Photograph 15.**

Membrane is wrinkled in locations with evidence of patches. Limestone caps have been wrapped with metal.

**Photograph 16.**

General condition of the chimney, which should be sealed off.

**Photograph 17.**

Base flashing have had multiple repairs and have pulled away from the parapet.

**Photograph 18.**

Gutters on the upper roof are in poor condition.

**Photograph 19.**

Deteriorated mortar joints are typically at the parapet.

**Photograph 20.**

Damaged cornice as deteriorated mortar joints.

**Photograph 21.**

Additional deteriorated mortar joints at the brick as well as the limestone cap..

**Photograph 22.**

Typical corner detail and condition.

**Photograph 23.**

Secondary entrance at the addition.

**Photograph 24.**

Overview of meeting room in the addition.

**Photograph 25.**

Typical condition of the space above the ceiling tile with animal waste.

**Photograph 26.**

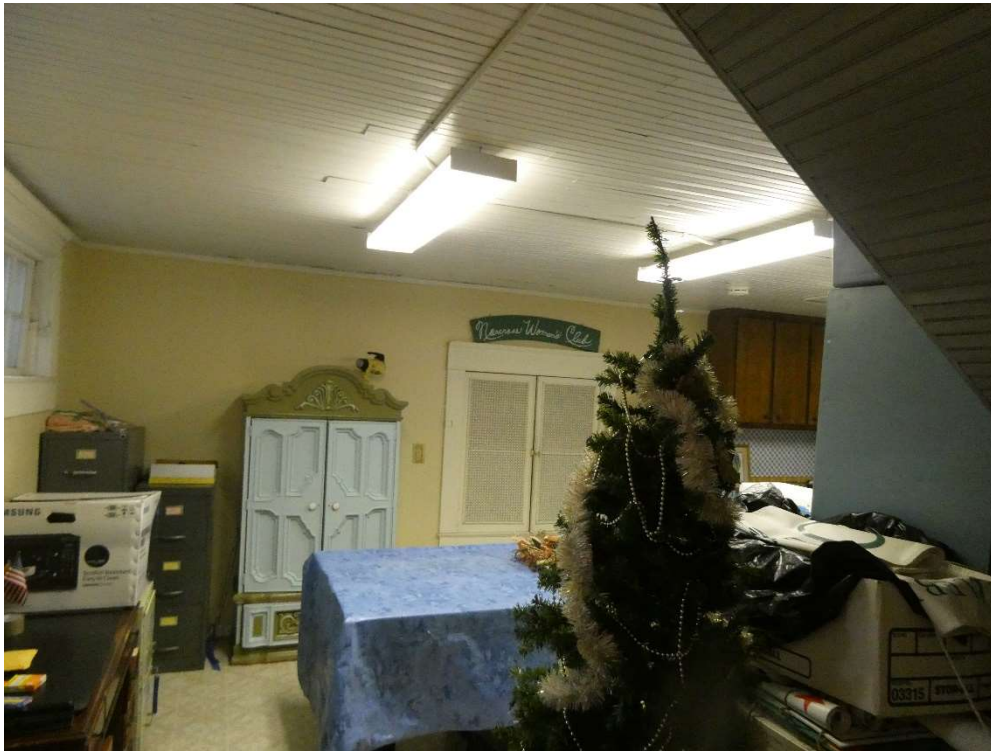
Overview of the main library area.

**Photograph 27.**

Typical finishes in one of the restrooms.

**Photograph 28.**

Area of previous roof leak and investigation.

**Photograph 29.**

Overview of the kitchen area.

**Photograph 30.**

Moisture noted at bathroom/air handling unit closet in the addition. Evidenced by the purple color, which is cooler temperature.

**Photograph 31.**

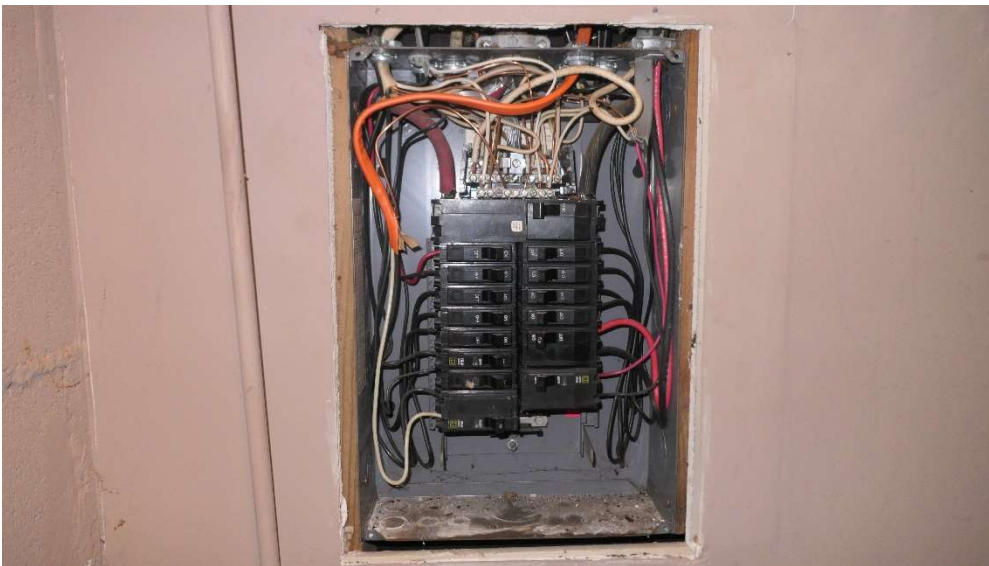
The natural gas furnace appeared to be in good condition.

**Photograph 32.**

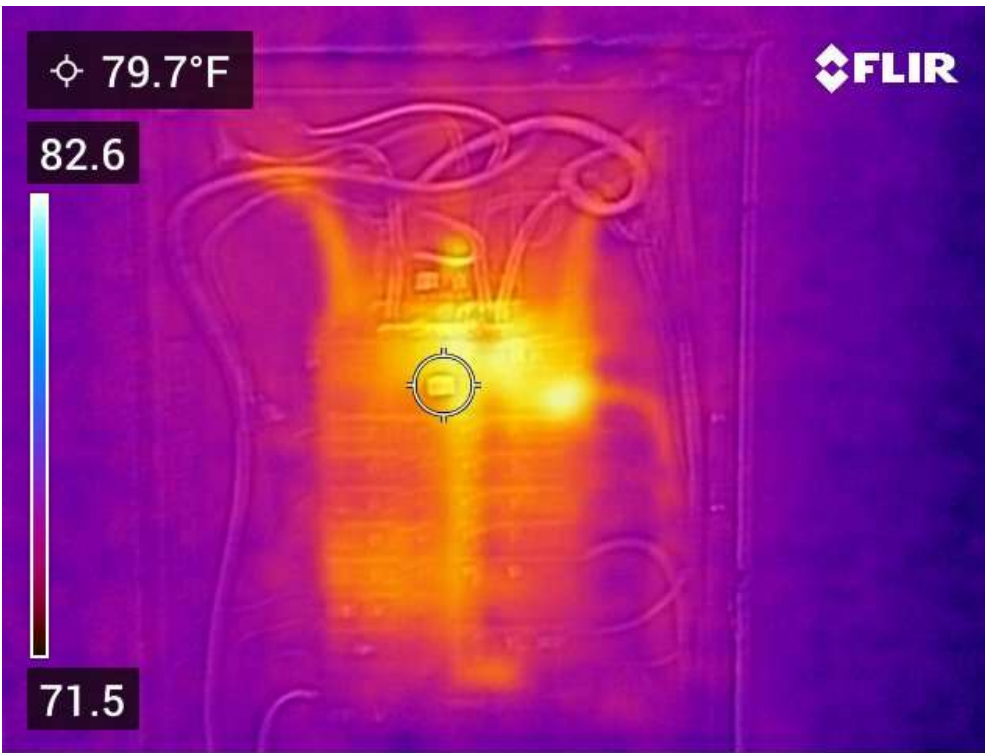
A ventilation fan is provided in the meeting area.

**Photograph 33.**

Outside condensing unit for the split-system.

**Photograph 34.**

Main 100-amp electrical panel.

**Photograph 35.**

Thermal image of the breaker panel with potential loose electrical connection..

**Photograph 36.**

Cloth insulated wiring appears to be utilized as noted above the ceiling in the 1060's addition.

**Photograph 37.**

Sanitary lift pump for the bathroom in the original structure. .

**Photograph 38.**

Some cast iron piping noted adjacent to the pump with PVC repair. .

**Photograph 39.**

Bathroom located in the 1960's addition. The sink was likely removed so that the split system could be installed.

**Photograph 40.**

Certificate of Occupancy posted in the main library area. .

**Photograph 41.**

Typical battery powered smoke detector.



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

City of Norcross

Legislation Details (With Details)

File #:	25-7362	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Norcross Power Rate Approval		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Norcross Power Electric Rate Review Recommendation v3](#)
2. [City of Norcross Electric Service Tariff](#)

Title

Norcross Power Rate Approval

Drafter

Councilmember Bruce Gaynor

Motion

A motion to Approve/Deny maintaining Norcross Power's current residential electricity rates.



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

AGENDA REPORT

To: Mayor and Council

From: Councilmember Bruce Gaynor

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7362

Title: Norcross Power Rate Approval

CC: Eric Johnson, City Manager

Recommendation Approve holding Norcross Power’s electricity rates at their current levels.

Background Norcross Power’s residential rates are below the state average. The Georgia Public Service Commission reports the rates of 94 electric utilities in the state of Georgia. 58% of the electric utilities in Georgia have a higher residential rate than Norcross Power. Norcross Power residential rates are significantly lower than Georgia Power. Per the Georgia Public Service Commission, Georgia Power is in the bottom quartile when compared to a 1,000 kWh monthly residential usage:

- Georgia Power: \$0.1558
- Average in Georgia: \$0.1372
- Norcross Power: \$0.1335

Financial Impact

Norcross Power is financially well run and does not require a rate increase at this time. We will continue to look for customer choice opportunities to increase revenue and lower net cost.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

- Continues to define Norcross’ sense of place.
- Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment.
- Maintains a Vibrant Economy and Continue to Facilitate Job Growth.
- Further the City’s Tradition of Strong Leadership and High Level of Quality Services.

Attachments

City of Norcross Electric Service Tariff

INDEX OF TARIFFS

RESIDENTIAL SERVICE	1
COMMERCIAL NON-DEMAND SERVICE	2
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DISTRIBUTED GENERATION BUY ALL SELL ALL RIDER	12

RESIDENTIAL SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
1	As noted below	20240516

APPLICABILITY:

To domestic use throughout the City's service area from lines of adequate capacity.

TYPE OF SERVICE:

Power will be supplied under this rate to a separately metered family dwelling unit at 115/230 volts, single phase, 60 hertz. Three-phase service may be furnished, where available.

MONTHLY RATE:

The monthly rate will be set annually according to the following schedule:

Effective Date	11/01/2024	
Base Charge	\$30.00	per month
Senior Base Charge	\$14.50	per month
Energy Charge: May through October (Summer) Usage		
First 500 kWh	10.0368¢	per kWh
Next 500 kWh	12.2968¢	per kWh
Over 1,000 kWh	14.3918¢	per kWh
Energy Charge: November through April (Winter) Usage		
First 500 kWh	10.0368¢	per kWh
Next 500 kWh	9.9868¢	per kWh
Over 1,000 kWh	9.8918¢	per kWh
Minimum Bill	Base Charge	per month

SENIOR CITIZEN DISCOUNT:

The Senior Base Charge applies to qualifying residents of age 62 and above.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) Rider.

POWER COST ADJUSTMENT (PCA):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Power Cost Adjustment (PCA) Rider.

COMMERCIAL NON-DEMAND SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
1	As noted below	20240516

APPLICABILITY:

To non-residential customers where monthly energy consumption is **less than 3,000 kilowatt-hours per month**. The City will annually review each applicable customer's usage history. Where the maximum monthly kilowatt-hour usage is greater than 3,000, the customer will be moved to the Commercial Demand tariff automatically. A high load factor customer served under this rate schedule may petition the City to be reclassified to the Commercial Demand tariff. At the sole option of the City, a demand meter will be installed and such customer reclassified.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

The monthly rate will be set annually according to the following schedule:

Effective Date	11/1/2024	
Base Charge	\$45.00	per month
Energy Charge: May through October (Summer) Usage		
All kWh	14.5839¢	per kWh
Energy Charge: November through April (Winter) Usage		
All kWh	13.0889¢	per kWh
Minimum Bill	Base Charge	per month

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) Rider.

POWER COST ADJUSTMENT (PCA):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Power Cost Adjustment (PCA) Rider.

COMMERCIAL DEMAND SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
2	As noted below	20200103

APPLICABILITY:

This rate is applicable to commercial, industrial, governmental and all other non-residential usage which does not qualify for any other standard rate and where the **annual maximum monthly energy exceeds 3,000 kilowatt-hours**. This rate may apply to temporary construction or seasonal service. Resale of energy purchased under this tariff is not permitted without the expressed written consent of the City.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

The monthly rate will be set annually by the following schedule:

Effective Date	01/01/20	01/01/21	
Base Charge	\$60.00	\$60.00	
Demand Charge	\$8.00	\$8.00	per kW Billing Demand
Energy Charge			
First 200 hr. x kW Billing Demand			
First 3,000 kWh	9.9746¢	9.9662¢	per kWh
Next 7,000 kWh	9.6746¢	9.6662¢	per kWh
Next 90,000 kWh	9.4446¢	9.4362¢	per kWh
Over 100,000 kWh	8.4246¢	8.4162¢	per kWh
Next 200 hr. x kW Billing Demand	7.4966¢	7.4882¢	per kWh
Next 200 hr. x kW Billing Demand	7.0466¢	7.0382¢	per kWh
Over 600 hr. x kW Billing Demand	6.6966¢	6.6382¢	per kWh
Minimum Monthly Bill	Base Charge plus \$8.00 per kW of Billing Demand		

DETERMINATION OF BILLING DEMAND:

The Billing Demand shall be based on the highest 30-minute kW measurement during the current month and the preceding eleven (11) months. The Billing Demand is **the highest of**:

- 1) One hundred percent (100%) of the current monthly metered demand if billing for the month of June through September, or
- 2) Ninety-five percent (95%) of the highest actual demand occurring in any preceding month of June through September, or
- 3) Sixty percent (60%) of the highest actual demand occurring during the preceding 11 months.

In no case shall the Billing Demand be less than the highest of:

- 1) The contract minimum demand;
- 2) Fifty percent (50%) of the total contract capacity; or,
- 3) 15 kW.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) Rider.

POWER COST ADJUSTMENT (PCA):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Power Cost Adjustment (PCA) Rider.

EXCESS REACTIVE DEMAND PENALTY:

Where there is an indication of power factor less than 90 percent (90%) lagging, metering equipment may be installed to measure reactive demand. The reactive demand shall be defined as the highest 30-minute kVar measured during the month. Excess reactive demand shall be the reactive demand which is in excess of one-half of the maximum measured kW in the current month. Such excess kVar shall be billed at the rate of **\$0.35 per kVar**.

TERM OF CONTRACT:

Service hereunder shall be for a period of not less than one (1) year.

LARGE COMMERCIAL DEMAND SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
2	As noted below	20240516

APPLICABILITY:

This rate is applicable to commercial, industrial, governmental and all other non-residential usage which does not qualify for any other standard rate and where the **annual maximum monthly energy exceeds 3,000 kilowatt-hours** and **annual billing demand is at least 250 kW**. This rate may apply to temporary construction or seasonal service. Resale of energy purchased under this tariff is not permitted without the expressed written consent of the City.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

The monthly rate will be set annually by the following schedule:

MONTHLY RATE:

The monthly rate will be set annually by the following schedule:

Effective Date	11/01/2024	
Base Charge	\$150.00	
Demand Charge	\$10.00	per kW Billing Demand
Energy Charge		
First 200 hr. x kW Billing Demand		
First 3,000 kWh	9.5018¢	per kWh
Next 7,000 kWh	9.2018¢	per kWh
Next 90,000 kWh	8.9718¢	per kWh
Over 100,000 kWh	7.9518¢	per kWh
Next 200 hr. x kW Billing Demand	7.0238¢	per kWh
Next 200 hr. x kW Billing Demand	6.5738¢	per kWh
Over 600 hr. x kW Billing Demand	6.1738¢	per kWh
Minimum Monthly Bill	Base Charge plus \$10.00 per kW of Billing Demand	

DETERMINATION OF BILLING DEMAND:

The Billing Demand shall be based on the highest 30-minute kW measurement during the current month and the preceding eleven (11) months. The Billing Demand is **the highest of:**

- 1) One hundred percent (100%) of the current monthly metered demand if billing for the month of June through September, or
- 2) Ninety-five percent (95%) of the highest actual demand occurring in any preceding month of June through September, or
- 3) Sixty percent (60%) of the highest actual demand occurring during the preceding 11 months.

In no case shall the Billing Demand be less than the highest of:

- 1) The contract minimum demand;
- 2) Fifty percent (50%) of the total contract capacity; or,
- 3) 250 kW.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) Rider.

POWER COST ADJUSTMENT (PCA):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Power Cost Adjustment (PCA) Rider.

EXCESS REACTIVE DEMAND PENALTY:

Where there is an indication of power factor less than 90 percent (90%) lagging, metering equipment may be installed to measure reactive demand. The reactive demand shall be defined as the highest 30-minute kVar measured during the month. Excess reactive demand shall be the reactive demand which is in excess of one-half of the maximum measured kW in the current month. Such excess kVar shall be billed at the rate of **\$0.35 per kVar**.

TERM OF CONTRACT:

Service hereunder shall be for a period of not less than one (1) year.

SECURITY LIGHTING SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
2	As noted below	20200103

AVAILABILITY:

To property owners and tenants in the proximity of low voltage distribution lines of the City of Norcross. Service may be used to illuminate public thoroughfares and/or private outdoor areas, including, but not limited to, roadways, parking lots and yards.

APPLICABILITY:

To unmetered dusk-to-dawn electric service provided by mercury vapor, high pressure sodium vapor or metal halide luminaires supported by short brackets and mounted on either City-supplied poles or poles owned by the customer which conform to the City's specifications. New lighting service installations, including special poles, shall require an up-front charge to be paid by the customer.

MONTHLY RATE:

The monthly rate will be set annually according to the following schedule:

Effective Date	01/01/20	01/01/21	
100 Watt High Pressure Sodium Vapor	\$10.00	\$10.00	per fixture
150 Watt High Pressure Sodium Vapor	\$10.00	\$10.00	per fixture
175 Watt Mercury Vapor	\$10.00	\$10.00	per fixture
250 Watt High Pressure Sodium Vapor	\$15.00	\$15.00	per fixture
250 Watt Metal Halide	\$15.00	\$15.00	per fixture
400 Watt High Pressure Sodium Vapor	\$22.00	\$22.00	per fixture
400 Watt Mercury Vapor	\$20.00	\$20.00	per fixture
70 Watt Mercury Vapor	\$42.00	\$42.00	per fixture
DEC 100 Watt	\$10.00	\$10.00	per fixture
DEC 150 Watt	\$10.00	\$10.00	per fixture
DEC 250 Watt	\$15.00	\$15.00	per fixture
DEC 400 Watt	\$20.00	\$20.00	per fixture
1000 Watt HP/MH VRD	\$36.00	\$36.00	per fixture
1000 Watt High Pressure Sodium Vapor	\$30.00	\$30.00	per fixture
1000 Watt Metal Halide Flood	\$36.00	\$36.00	per fixture
1500 Watt Metal Halide Flood	\$45.00	\$45.00	per fixture
Monument Light	\$23.23	\$23.23	per fixture
Traffic Camera	\$21.00	\$21.00	per fixture

SPECIAL REVISIONS:

- The pole, luminaire, bracket and control equipment shall be installed, owned, operated and maintained exclusively by the City of Norcross.

2. The customer must provide adequate pathways and workspace for ingress and egress to customer's premises for the purposes of installing and maintaining the lighting facilities.
3. In the event of vandalism or vehicular accident, the customer may be required to reimburse the City for any additional equipment replacement or maintenance work.
4. All lighting maintenance performed by the City will be accomplished as soon as it can be reasonably done following notification by the customer that service has been interrupted. However, such maintenance will be performed only during the City's regular working hours.
5. The contract period shall be no less than twelve (12) months. Residential contracts will be billed monthly according to the rates per fixture above. Commercial contracts requiring new construction, including pole setting and wiring, will be billed in advance for the first twelve months. However, commercial contracts for lighting service where such service had previously been provided will be billed on a monthly basis

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

Does not apply.

POWER COST ADJUSTMENT (PCA):

Does not apply.

RIDERS AND ADJUSTMENTS

PAGE(S)	EFFECTIVE DATE	REVISION
1	Bills Rendered for the Billing Month of January 2017	20161101

POWER COST ADJUSTMENT RIDER (PCA):

This Power Cost Adjustment (PCA) is applicable to each of the City's retail tariffs which contain reference to it. The PCA is used to make interim adjustments to monthly rates for service to reflect known and measurable changes in the City's total costs of providing electricity to its customers.

The City's total costs of providing electricity are defined herein to include power and energy purchased from wholesale suppliers (MEAG Power and Southeastern Electric Power Administration), costs of capital, operations and maintenance of the City electric distribution system, general administrative expenses, transfers to the general fund of the City of Norcross, Georgia, and any other approved outlays or expenses.

The City reserves the right to make changes as frequently as needed if base revenues are below the expected levels and/or if unexpected costs are incurred.

Apply to: All metered accounts except for rate agreed upon under separate agreement.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The monthly environmental compliance cost recovery adjustment in cents per kWh shall be added to all metered bills for service. The ECCR shall represent an amount no higher than that which may be calculated using the economic compliance cost reporting issued from time to time by the City of Norcross's principal electricity supplier, MEAG Power. ECCR changes will normally occur annually.

Apply to: All metered accounts except for rate agreed upon under separate agreement.

DISTRIBUTED GENERATION RIDER

PAGE(S)	EFFECTIVE DATE	REVISION
2	Bills Rendered for the Month of January 2020	20200103

APPLICABILITY:

Applicable to Customers in all areas served by the City of Norcross (the City) and subject to its service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference, and desiring to install a distributed generation facility. Customer account(s) must be in good standing.

A distributed generation facility must:

1. Be owned (or leased) and operated by an existing Customer for production of electric energy, and
2. Be connected to and/or operate in parallel with the City's distribution facilities, and
3. Be intended primarily to offset part or all of the Customer's generator's requirement for electricity, and
4. Have peak generating capacity of not more than 10 kW for residential applications and not more than 125% of actual or expected maximum annual peak demand of the premise for commercial applications.
5. Be installed on the customer side of the meter.

MONTHLY METERING CHARGE:

Bi-Directional Metering Charge **\$4.50 per month**

The City will install bi-directional metering for all applicable Customers. All incremental costs for metering and associated equipment (e.g. poly-phase meters, trans-sockets, dual-gang sockets, etc.) and interconnection costs will be paid by the Customer at the time service is initiated under this policy. Additionally, Customer agrees to pay a monthly metering charge as outlined above.

Bi-directional metering is defined as measuring the amount of electricity supplied by the City and the amount fed back to the City by the Customer's distributed generation facility during the billing period using the same meter. Bi-directional metering shall be used where distributed generation facilities are connected to the City on the Customer's side of the Customer's meter.

PAYMENT FOR ENERGY:

Bi-directional metering

1. When electricity supplied by the City exceeds electricity generated by the Customer's distributed generation, the electricity shall be billed by the City in accordance with the applicable tariff(s).
2. When electricity generated by the Customer's distributed generation system exceeds electricity supplied by the City, the Customer shall be billed for the customer charges as described in the standard rate for that billing period and credited for excess kWh generated during the billing period at the City's avoided energy cost.

Avoided Energy Cost

Payments by the City to the Customer for the billing period metered avoided energy kWh's will be computed by the City in its sole discretion based on the average monthly wholesale market price as determined by the Municipal Electric Authority of Georgia (MEAG Power), the City's Wholesale Energy provider.

In the event Customer develops a credit balance during a billing period, the amount will remain as a credit on the Customer's account. Credit balances remaining at the end of the City's fiscal year will be cleared by the issuance of a check for the credit balance to Customer. Any other clearance of account credit balances will be at the City's discretion.

SAFETY, POWER QUALITY, AND INTERCONNECTION REQUIREMENTS:

The Customer shall be responsible for ensuring a safe and reliable interconnection with the City and all costs incurred therein. The City has available, upon request, the following documents that must be completed and approved in their entirety prior to interconnection by the Customer to the City's distribution system:

1. Application for Interconnection of Distributed Generation Facility

2. Interconnection Agreement
3. Electrical Power Exchange Agreement

The provisions in all documents outlined above are incorporated into this Rider in their entirety. For the avoidance of doubt, Customer shall be deemed to have agreed to such provisions by applying for service under this Rider.

The City will only be required to purchase energy from eligible distributed generation facilities on a first-come, first-served basis until the cumulative generating capacity of all renewable energy sources from all Customers equals the percentage of the City's annual peak demand in the previous year as set forth in O.C.G.A. § 46-3-56(a). Additional energy may be purchased by the City at its sole discretion at a cost agreed to by it and the Customer provider. The City shall at no time be required to purchase energy from Customers in excess of amounts required by The Georgia Cogeneration and Distributed Generation Act of 2001.

The City reserves the right to separate the Customer generator's equipment from City lines and facilities when, in the City's judgment, the continued parallel operation is unsafe or may cause damage to persons or property. Upon such separation, the City shall promptly notify the Customer generator so that any unsafe condition can be corrected.

DISTRIBUTED GENERATION BUY ALL SELL ALL RIDER

PAGE(S)	EFFECTIVE DATE	REVISION
2	Bills Rendered for the Month of January 2020	20200103

APPLICABILITY:

At the sole discretion of the City of Norcross (the City), this Rider is available to customers in all areas served by the City and desiring to install Distributed Generation (DG) facilities for purposes of a buy all/sell all arrangement.

Customer account(s) must be in good standing and are subject to the City's service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference.

A DG facility must:

1. Be owned (or leased) and operated by an existing Customer for production of electric energy, and
2. Be connected to and/or operate in parallel with the City's distribution facilities, and
3. Have peak generating capacity of not more than 10 kW for residential applications and not more than 125% of actual or expected maximum annual peak demand of the premise for commercial applications.
4. Be metered with 2 meters, one that measures all energy provided by the City, used by the Customer and billed on the applicable City's retail rate and the other that measures the energy generated by the Customer's DG facility and delivered to the City's electric grid.

MONTHLY METERING CHARGE:

The City will install metering for the customer's DG installation. The customer covers all incremental metering costs (e.g. poly-phase meters, trans-sockets, dual-gang sockets, etc.) and interconnection costs. Additionally, charges may apply as specified in the contract for larger installations to cover other costs including data or related administrative and billing costs. Additionally, Customer agrees to pay a monthly metering charge as outlined below.

10 kW or less \$4.50 per month
Above 10 kW contract with the City

TERMS AND CONDITIONS:

Credited kilowatt-hours for this Rider shall be based on metered energy generated by the Customer's Distributed Generation Facilities and delivered to the City's electric grid during the applicable billing month. Billable kilowatt-hours for the applicable retail rate shall be based on the metered energy delivered by the City and used by the Customer during the applicable billing month.

For each billing period, the Customer shall receive a monthly credit equal to the credited kilowatt-hours multiplied by the Avoided Energy Cost. The City will compute the credit at its sole discretion based on the Posted Hourly Market Price as determined by the Municipal Electric Authority of Georgia (MEAG Power), the City's wholesale power provider.

MINIMUM BILL:

The monthly minimum bill for Customers on this Rider shall be no less than the minimum bill under the applicable retail rate including PCA and ECCR plus the Monthly Meter Charge under this Rider.

SAFETY, POWER QUALITY, AND INTERCONNECTION REQUIREMENTS:

The Customer shall be responsible for ensuring a safe and reliable interconnection with the City and all costs incurred therein. The City has available, upon request, the following documents that must be completed and approved in their entirety prior to interconnection by the Customer to the City's distribution system:

1. Application for Interconnection of Distributed Generation Facility
2. Interconnection Agreement
3. Electrical Power Exchange Agreement

The provisions in all documents outlined above are incorporated into this Rider in their entirety. For the avoidance of doubt, Customer shall be deemed to have agreed to such provisions by applying for service under this Rider.

The City will only be required to purchase energy from eligible distributed generation facilities on a first-come, first-served basis until the cumulative generating capacity of all renewable energy sources from all Customers equals the percentage of the City's annual peak demand in the previous year as set forth in O.C.G.A. § 46-3-56(a). Additional energy may be purchased by the City at its sole discretion at a cost agreed to by it and the Customer provider. The City shall at no time be required to purchase energy from Customers in excess of amounts required by The Georgia Cogeneration and Distributed Generation Act of 2001.

The City reserves the right to separate the Customer generator's equipment from City lines and facilities when, in the City's judgment, the continued parallel operation is unsafe or may cause damage to persons or property. Upon such separation, the City shall promptly notify the Customer generator so that any unsafe condition can be corrected.



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

City of Norcross

Legislation Details (With Details)

File #:	25-7363	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	Smart Thermostat Rebate		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Smart Thermostat Rebate](#)

Title

Smart Thermostat Rebate

Drafter

Councilmember Bruce Gaynor

Motion

A motion to Authorize a \$100 smart thermostat rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year and a limit of one rebate per residential account.



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

AGENDA REPORT

To: Mayor and Council

From: Councilmember Bruce Gaynor

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7363

Title: Smart Thermostat Rebate

CC: Eric Johnson, City Manager

Recommendation Authorize a \$100 smart thermostat rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year, and a limit of one rebate per residential account.

Background Norcross Power will introduce a new smart thermostat rebate for residential customers to facilitate energy savings. Smart thermostats range in price from \$100 to \$300. If customers need assistance installing a smart thermostat, they can hire an electrician or an HVAC vendor for approximately \$150. Smart thermostats can help customers save anywhere from 8% to 15% on their cooling and heating bills. Smart thermostats will allow customers to control their air conditioners from their smartphone or laptop. These thermostats learn routines, track the weather, and even alert the owner to maintenance needs. They are designed to make our customers' lives easier and simpler. Initial eligibility requirements, which are subject to modification by Norcross Power, include:

- Applicant must be a Norcross Power customer with a billing account in good standing.
- Third party vendors or HVAC contractors are not eligible.
- Rebate is available for customers who installed smart thermostats within six months of application including prior to authorization of the program.
- Applicants must provide a copy of the rebate form, and a receipt for purchase of a smart thermostat.
- Funds are subject to appropriation each fiscal year.

Financial Impact \$10,000 will be allocated for this residential customer rebate reimbursement program within the Electric Fund. On approval, up to \$10,000 in rebates will be processed in FY 25 and up to \$20,000 would be processed in the FY 26 budget under current approval.

Consistent with Comprehensive Plan? 2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments None.



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

City of Norcross

Legislation Details (With Details)

File #:	25-7364	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/7/2025 6:30 PM	In Control:	Mayor and Council
Title:	EV Charger Rebate		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - EV Charger Rebate](#)

Title
EV Charger Rebate

Drafter
Councilmember Bruce Gaynor

Motion

A motion to Authorize a \$200 Electric Vehicle (EV) charger rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year and a limit of one rebate per residential account.



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

AGENDA REPORT

To: Mayor and Council

From: Councilmember Bruce Gaynor

Meeting Date: July 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7364

Title: EV Charger Rebate

CC: Eric Johnson, City Manager

Recommendation Authorize a \$200 Electric Vehicle (EV) charger rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year, and a limit of one rebate per residential account.

Background Norcross Power will introduce a new EV charger rebate for residential customers to continue growing the momentum for electric vehicles in the Norcross Power service area. Electric vehicle drivers have propelled Georgia to become a nationwide leader for electric and plug-in hybrid vehicles and Norcross Power wants to encourage this continued growth. Initial eligibility requirements, which are subject to modification by Norcross Power, include:

- Applicant must be a Norcross Power customer with a billing account in good standing and reside in a single-family home, attached or detached.
- Only a Level 2 charger with a dedicated hard-wired circuit and installed with a City permit qualifies.
- Third party vendors or EV charging businesses are not eligible.
- Rebate is available for customers who installed EV charging within six months of application including prior to authorization of the program.
- Applicants must provide a copy of the rebate form, a receipt for purchase of the EV charger, and a copy of the building permit issued by the City for installation.
- Funds are subject to appropriation each fiscal year.

Financial Impact \$20,000 will be allocated for this residential customer rebate reimbursement program within the Electric Fund. On approval, up to \$20,000 in rebates will be processed in FY 25 and up to \$20,000 would be processed in the FY 26 budget under current approval.

Consistent with Comprehensive Plan? 3. Increases Opportunities for Travel via Different Modes within and Outside the Community.

Attachments None.