

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Tuesday, September 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/3sspftl7bTA>

- A. Call to Order by Mayor Craig Newton**
- B. Invocation - Councilmember Bare**
- 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	Present	
Matt Myers	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	

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

- E. Presentation of previous meeting minutes for acceptance**

25-7430: Approval of Previous Meeting Minutes

Motion

A motion to Approve the minutes of the following meetings: August 4, 2025, Regular Council Meeting; August 4, 2025, Special Called Meeting at 10:00 a.m.; August 4, 2025, Special Called Meeting at 5:30 p.m.; and August 18, 2025, Policy Work Session and Executive Session.

Mayor and Council - Special Meeting - Aug 4, 2025, 10:00 AM

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

Mayor and Council - Special Meeting - Aug 4, 2025, 5:30 PM

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

Mayor and Council - Regular Meeting - Aug 4, 2025, 6:30 PM

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

Mayor and Council - Policy Work Session - Aug 18, 2025, 6:30 PM

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

F. Set agenda as presented for the scheduled meeting.**1. 25-7431: 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 being moved to discussion.

25-7421 : Award of Contract for 2025 Road Resurfacing Phase 2

25-7418 : Request to Discuss Policy Direction Regarding Accessory Structures and Accessory Dwelling Units in Residential Districts

25-7419 : Formalizing Resolution on Accessory Dwelling Unit Moratorium

25-7393 : Downtown Parking Study Update

25-7420 : Repeal of Section 34-60: Downtown Parking (Formerly titled Time Limited Downtown Parking)

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

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**1. 25-7433: Proclamation Presentation to Yamily Mijes-O'Reilly**

RESULT:	PRESENTED BY MAYOR CRAIG NEWTON
----------------	--

H. Floor Open to Citizens Desiring to Address the Governing Authority**a. Comments by Citizens**

Anne Hall

Presented artwork from the Bees to Trees contest and invited the public to the Sunday reception, where Councilmember Bare will present awards.

Mary Dowdy

On behalf of the HNBA, raised concerns about inconsistent communication on City policies, noting confusion over whether the \$50 fee for setting up a bar had been waived. She suggested better coordination to avoid misinformation and recommended designated employee parking solutions to ease the burden on employees and merchants.

Don Purvis

Expressed concerns about the most recent Zoning Board of Appeals meeting regarding case ZBA2025-010 (296 Sunset Drive), stating that the process was very flawed and broken, that none of the evidence he submitted was considered or reviewed, and raising judicial concerns about how the meeting was conducted.

Lynn Ward

Raised parking concerns, questioning why the Carlyle House blocks its parking lot to residents while still using City parking for events. She also asked how much it is costing to renovate 80 and 94 Wingo. She expressed opposition to adding parking behind Savage Pizza, stating it would harm the character of Norcross, and suggested waiting to reassess parking needs after the Police Department relocates.

Jim Eyre

Stated that while the downtown parking study contained useful information, the City should review it further before adopting recommendations. He recommended tabling time-limited parking until more collaboration occurs with staff, Council, and merchants, and urged that City communications provide accurate Spanish-language content for accessibility.

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

PH. Public Hearings

PH1. **25-7370: Text2025-001 Proposed Unified Development Ordinance Amendments**

Motion

A motion to Approve amendments to the Unified Development Ordinance (UDO), including the following sections:

Chapter 100: Sec. 102-2; Sec. 104-3; Sec. 104-7; Sec. 105-3

Chapter 400: Sec. 401; Sec. 401-38 et seq; Sec. 401-50 et seq; Sec. 401-53 et seq; Sec. 403-5; Sec. 403-6; Sec. 403-8; Sec. 403-10; Sec. 406-7.5

With the addition of the following amendments:

Clarification on the ten-day notification requirement, as discussed during the Public Hearing.

Addition of a 100-foot notification radius from the property line.

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, and it is hereby ordained 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 in the Ordinance be renumbered to accomplish that intention.

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

J. Reports of the Mayor and Councilmembers

a. General Announcements

SEPTEMBER CALENDAR OF EVENTS

Atlanta British Car Fayre

Saturday, September 6 | 10:00 a.m. - 3:00 p.m. | Downtown Norcross

Movie Monday: 50 First Dates

Monday, September 8 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

9/11 Remembrance Ceremony

Thursday, September 11 | 8:15 a.m. | Betty Mauldin Park

Day Of Play

Friday, September 12 | 5:00 - 7:00 p.m. | Lillian Webb Park

Coffee With Council

Saturday, September 13 | 8:00 a.m. | 45 South Caf 

Jazz In The Alley: Jessy Diaz

Saturday, September 13 | 7:30 - 9:30 p.m. | Betty Mauldin Park

Policy Work Session

Monday, September 15 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Movie Monday: In The Heights

Monday, September 22 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

K. Board Appointments

There are no Board, Commission, or Authority appointments or re-appointments for the Mayor and Council to consider at this time.

L. Consent Agenda**1. 25-7416: White Squirrels of Norcross – Authorize Purchase of Third White Squirrel Sculpture in FY 2024/2025 and Up to Four in FY 2025/2026**

Motion (1)

A motion to Authorize the purchase of one (1) additional White Squirrel sculpture in FY 2024/2025, increasing the total order from two (2) to three (3) sculptures.

Motion (2)

A motion to Authorize the purchase of up to four (4) additional sculptures in FY 2025/2026.

2. 25-7417: Accept and Appropriate Grant Funds – Norcross Forever Stamps Projects

Motion

A motion to Accept and Appropriate 50% of grant funds received from Explore Gwinnett for the installation of the Norcross Forever Vinyl Wraps project.

3. 25-7422: Award of Contract for Annual Seasonal Color Container Services

Motion

A motion to Approve a contract for Annual Seasonal Color Container Services between the City of Norcross and Crabapple Turf Management, Inc. dba Crabapple Landscapexperts.

4. 25-7424: Downtown District Improvement Grant

Motion

A motion to Authorize the Economic Development Department to research and report back on a potential Downtown District Improvement Grant ("Grant") to promote the growth of retail, office and/or restaurant businesses in the downtown area, coordinating with the Downtown Development Authority as appropriate.

M. Items for Discussion**1. 25-7421: Award of Contract for 2025 Road Resurfacing Phase 2**

Motion

A motion to Approve contract for 2025 Road Resurfacing Phase 2 between the City of Norcross and The Scruggs Company dba Sunbelt Asphalt Surfaces, Inc.

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

2. **25-7418: Request to Discuss Policy Direction Regarding Accessory Structures and Accessory Dwelling Units in Residential Districts**

Motion

A motion to table this item to the September 15 Policy Work Session.

RESULT:	TABLED SENT TO [UNANIMOUS]
	Next: 9/15/2025 6:30 PM
TO:	Policy Work Session
MOVER:	Josh Bare, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Cheek, Hixson, Bare, Myers, Gaynor

3. **25-7419: Formalizing Resolution on Accessory Dwelling Unit Moratorium**

Motion

A motion to Approve a resolution formalizing the Accessory Dwelling Unit moratorium issued by City Council on August 4, 2025, and extending the Moratorium until December 1, 2025.

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

4. **25-7393: Downtown Parking Study Update**

Motion

A motion to Accept the findings and report from the 2025 Downtown Norcross Parking Study.

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

5. **25-7420: Repeal of Section 34-60: Downtown Parking**

Motion (1)

A motion to amend the title of agenda item 24-7420: Time Limited Downtown Parking to *Repeal of Section 34-60: Downtown Parking*.

Motion (2)

A motion to repeal Section 34-60: Downtown Parking, with the following 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, and it is hereby ordained 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 in the Ordinance be renumbered to accomplish that intention.

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

N. Adjourn in memory of

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

At 8:22 p.m., the meeting adjourned to Executive Session for Real Estate following a motion by Councilmember Bare, seconded by Councilmember Myers. The vote was unanimous.

P. Signed by _____ Mayor Craig Newton

Q. Attest: _____ Monique Philip, City Clerk