

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, April 6, 2020

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

- A. **Call to Order by Mayor Craig Newton**
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
- B. **Invocation**
- C. **Pledge of Allegiance to the Flag of the United States of America**
- D. **Roll Call (recorded)**
- E. **Presentation of previous meetings minutes for acceptance**
 - [Mayor and Council - Regular Meeting - Mar 2, 2020 6:30 PM](#)
 - [Policy Work Session - Regular Meeting - Mar 16, 2020 6:30 PM](#)
 - [Special Called Meeting - Special Meeting - Mar 17, 2020 6:30 PM](#)
 - [Special Called Meeting - Special Meeting - Mar 23, 2020 6:30 PM](#)
 - [Special Called Meeting - Special Meeting - Mar 30, 2020 6:30 PM](#)
- F. **Set agenda as presented for scheduled meeting.**
[20-5679](#) **Acceptance of the Agenda**
- G. **Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**
- H. **Floor Open to Citizens Desiring to Address the Governing Authority**
 - a. **Comments by Citizens**
 - b. **Comments by Council**
- PH. **Public Hearings**
 - [20-5646](#) **COA2020-0001/REZ2020-0001 370 Thrasher Street Historic Demolition and PRD Rezoning**
Request for historic demolition, certificate of appropriateness and Planned Residence District development and zoning standards
[COA2020-0001 REZ2020-0001 staff report](#)
 - [20-5645](#) **UDO Updates for Compliance with Georgia EPD and National Flood Insurance Program**
These are UDO changes required by the Georgia EPD and FEMA to be in compliance with their programs.
[Memo Flood language Adoption March 2020](#)
[Proposed Text Change to Ordinance 03-2020](#)

J. Reports of the Mayor and Council Members**a. General Announcements****April Calendar of Events**

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

K. Board Appointments

[20-5680](#) **Board Appointment - Sustainable Norcross Commission**

[20-5681](#) **Board Appointment - Tree Board**

L. Approval of Consent Agenda**1. [20-5668](#) Edits to Code of Ordinance for Water and Sewer**

The following edits and additions to the Code of Ordinances were identified as required by the Georgia Dept. of Natural Resources during routine audits for compliance the Metropolitan North Georgia Water Planning District's Water Resource Management Plan. Additionally, a portion of the edits remove sections that pertain to the City issuing permits for, and controlling domestic water services which are not applicable after the sale of the water system to Gwinnett County.

[Ordinance XX-2020 Article II. - Water, Sewer Service](#)

2. [20-5669](#) Fourth Amendment to Cooperation Agreement

Consideration to amend the current cooperation agreement with Gateway85 Gwinnett Community Improvement District Board (CID) to extend the terms which expires after June 30, 2020.

[G85GCID Cooperation Agreement - Amendment - Extension - 2020](#)

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 Lang, City Clerk

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, March 2, 2020

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Minutes Acceptance: Minutes of Mar 2, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

- A. Call to Order by Mayor Craig Newton
- B. Invocation
- C. Pledge of Allegiance to the Flag of the United States of America
- D. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Josh Bare	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Absent	
Elaine Puckett	Councilmember	Present	
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 meetings minutes for acceptance

Mayor and Council - Regular Meeting - Feb 3, 2020 6:30 PM

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

Mayor and Council Retreat - Special Meeting - Feb 6, 2020 3:00 PM

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

Mayor and Council Retreat - Special Meeting - Feb 7, 2020 9:00 AM

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

Policy Work Session - Regular Meeting - Feb 17, 2020 6:30 PM

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

Special Called Meeting - Special Meeting - Feb 24, 2020 6:30 PM

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

Minutes Acceptance: Minutes of Mar 2, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

F. Set agenda as presented for scheduled meeting.**20-5639: Acceptance of the Agenda****Motion**

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

20-5635 : Brunswick/New South Easement

20-5636 : Proposal Concerning Communication and Media Presence

20-5642 : City Manager Annual Review Compensation 2019-2020

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

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**H. Floor Open to Citizens Desiring to Address the Governing Authority****a. Comments by Citizens****b. Comments by Council****PH. Public Hearings**

19-5568: COA2019-0049/REZ2019-0003 0 Pinnacle Way

Motion

A motion to approve the submitted application for the rezoning and development of an existing vacant and wooded 2.61 acre pie-shaped site from M-1, Light Industry, to PRD (Planned Residential District) for the construction of a 26-unit townhome community, with the following zoning conditions:

- 1) The PRD zoning designation shall be restricted to only townhome primary uses and allowable home occupations as accessory uses;
- 2) The minimum number of required units shall be 24, which corresponds to a minimum density of 9.1954 du/acre;
- 3) Minimum setbacks for the perimeter of the parcel shall be 15ft for the front, rear and side setbacks to allow for more flexibility in building footprint;
- 4) No allowable encroachments as defined under Section 206-8.B and no administrative variances as defined under 104-7.A shall be allowed;
- 5) Maximum building heights shall be 35ft;
- 6) The applicant shall clarify that units 21 to 26 will have a minimum distance of 20ft from garage door to edge of the sidewalk to create a walking area that is not obstructed by parked vehicles.
- 7) The applicant shall clarify that units 1 to 20 will have a minimum distance of 20ft from garage door to the back of curb so that no vehicle shall over hang into the street.
- 8) The development shall comply with Norcross UDO Sections 203-8 and 203-9 parking minimums and maximums for townhomes and multifamily dwelling developments;

- 9) The development shall comply with the Architectural Review Board's conditions of approval;
- 10) The development shall comply with all technical requirements contained within the Unified Development Ordinance not specifically addressed during the zoning review process;
- 11) The development shall conform generally to the site plan as presented to Mayor and Council, dated 10/26/2019 and electronically labeled as v3 Base Concept B 12-02-19 by the City of Norcross, and attached as part of the rezoning ordinance with setbacks, building heights and parking requirements as modified within these conditions;
- 12) The newly created streets shall be private;
- 13) All common areas, including but not limited to streets and storm water systems, shall be maintained by a mandatory homeowner association;
- 14) The location of any and all crosswalks and traffic calming measures are subject to the approval of the City Engineer;
- 15) Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professional.
- 16) All utilities shall be buried.

RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
TO:	Policy Work Session
MOVER:	Matt Myers, Councilmember
SECONDER:	Elaine Puckett, Councilmember
AYES:	Josh Bare, Elaine Puckett, Matt Myers, Bruce Gaynor
ABSENT:	Andrew Hixson

20-5628: Modification to the Adopted Building Codes Under the UDO

Motion

A motion to approve an amendment to Article III of Chapter 300 by inserting a new section, Sec. 303-2 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]
TO:	Policy Work Session
MOVER:	Josh Bare, Mayor Pro Tem
SECONDER:	Matt Myers, Councilmember
AYES:	Josh Bare, Elaine Puckett, Matt Myers, Bruce Gaynor
ABSENT:	Andrew Hixson

20-5627: Comp Plan Use Table Amendment

Motion

A motion to approve/deny the addition of the Planned Residential District (PRD) as an available option in Character Area 7 Town Center and Character Area 9 Summerour in Table 2.4 of the Comprehensive Plan.

RESULT:	APPROVED [UNANIMOUS]
TO:	Policy Work Session
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Josh Bare, Elaine Puckett, Matt Myers, Bruce Gaynor
ABSENT:	Andrew Hixson

J. Reports of the Mayor and Council Members

a. General Announcements

March Calendar of Events

Now through Friday, March 13

"For the Love of Art" Exhibit | The Rectory | *Call 678.421.2048/2049 for access*

Friday, March 6

First Friday Concert: Deb Bowman | 7:00 p.m. - 9:00 p.m. | Norcross Cultural Arts & Community Center | *Must RSVP, call 678.421.2048/2049. Tables will only be held until 7:15 p.m.*

Sunday, March 8

International Women's Day Panel & Booksigning | 3:00 p.m. | Norcross Cultural Arts & Community Center

Monday, March 9

Movie Monday: Judy | 1:30 p.m. & 6:30 p.m. | Norcross Cultural Arts & Community Center

Saturday, March 14

Irish Fest | 11:00 a.m. - 3:30 p.m. | Downtown Norcross

Saturday, March 21

Historic Trolley Tour | 11:00 a.m. - 12:30 p.m. | Boards at the Crossing Parking Lot | *Must RSVP, call 678.421.2048/2049. Tickets are \$5, payable upon arrival.*

Monday, March 23

Movie Monday: Yesterday | 1:30 p.m. & 6:30 p.m. | Norcross Cultural Arts & Community Center

Monday, March 23

State of the City | 6:30 p.m. - 8:30 p.m. | Paul Duke STEM High School

Weekend Walking Group - 8:30 a.m. | Thrasher Park | Saturday and Sundays

Contact Jolyn Barrow by text at [770-851-0571](tel:770-851-0571) or at susnorbp@gmail.com

Norcross Arts & Culture Events:

Kudzu Art Zone Events <<https://www.kudzuartzone.org/events/>> - visit www.kudzuartzone.org for more information

K. Board Appointments**20-5643: Board Appointment - Discovery Garden Board**

Motion

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

Discovery Garden Board

Ann Steele 3/1/2022

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

20-5644: Board Appointment - Sustainable Norcross Commission

Motion

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

Sustainable Norcross Commission

Laura Hernandez 3/4/2022

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

L. Approval of Consent Agenda**M. Items for Discussion****1. 20-5635: Brunswick/New South Easement**

Motion

A motion to approve the agreement between CREA LWP NORCROSS OWNER, LLC and the

Downtown Development Authority of the City of Norcross to grant a general mutual release of all claims, as stated, and certain license and easement for underground utilities, as stated in the substituted license and easement agreement.

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

2. 20-5636: Proposal Concerning Communication and Media Presence

Motion

A motion to approve the creation of a Media, Marketing and Communications Task Force for the specific purpose of evaluating our current communication processes, print publications, web presence and use of social media platforms and making recommendations for moving into the future, for a duration of three months and to approve the following committee members listed below:

Tixie Fowler

Callie Murray

Sandra Brooks

Cathy Muth

Arlene Beckles

Joe Jackson

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

3. 20-5642: City Manager Annual Review Compensation 2019-2020

Motion

A motion to approve a 3.5% increase for Rudolph Smith, City Manager based on the annual performance review conducted by Mayor and Council on January 21, 2020.

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

N. Adjourn in memory of

20-5641: Proclamation Honoring the Memory of Resident Jane Holbrook

RESULT:	ACKNOWLEDGED AND READ BY MAYOR CRAIG NEWTON
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O. Adjourn to Executive Session for Personnel, Real Estate or Legal

The meeting was closed at 7:30 PM

P. Signed by _____ Mayor Craig Newton

Q. Attest: _____ Monique Lang, City Clerk

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, March 16, 2020

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Minutes Acceptance: Minutes of Mar 16, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Roll Call (recorded)

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

Regular Meeting was called to order at 6:31 PM by Mayor Craig Newton

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

Architectural Review Board- *Rescheduled to the April 20 Policy Work Session.*

D. General Updates

*Complete Count Committee Update- Sonya Isaac

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

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

*Sustainable Norcross Commission
Tree Board*

G. Items for Discussion

1. 20-5646: COA2020-0001/REZ2020-0001 370 Thrasher Street Historic Demolition and PRD Rezoning

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 4/6/2020 6:30 PM
TO:	Mayor and Council

2. 20-5671: Johnson Dean Forest Preserve Phase 2

RESULT:	TABLED INDEFINITELY
TO:	Mayor and Council

3. 20-5668: Edits to Code of Ordinance for Water and Sewer

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 4/6/2020 6:30 PM
TO:	Mayor and Council

Minutes Acceptance: Minutes of Mar 16, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

4. **20-5645: UDO Updates for Compliance with Georgia EPD and National Flood Insurance Program**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 4/6/2020 6:30 PM
TO:	Mayor and Council

5. **20-5669: Fourth Amendment to Cooperation Agreement**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 4/6/2020 6:30 PM
TO:	Mayor and Council

6. **20-5673: Reconstruction of the Board, Authority, and Commission Policy and Procedures**

RESULT:	TABLED SENT TO
	Next: 4/20/2020 6:30 PM
TO:	Mayor and Council

7. **20-5670: Historic Building Preservation**

RESULT:	DISCUSSED
TO:	Mayor and Council

8. **20-5675: Emergency Preparedness**

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

The meeting was closed at 8:45 PM

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

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

Minutes Acceptance: Minutes of Mar 16, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Tuesday, March 17, 2020

6:30 PM

Council Chambers

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Minutes Acceptance: Minutes of Mar 17, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Call to Order by Craig Newton

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

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

B. Roll Call (recorded)**PH. Public Hearings****D. Items for Discussion****1. 20-5676: A Declaration of Emergency Due to the Outbreak of the Coronavirus Virus 2019 (COVID-19)**

Motion

A motion to Declare a Local State of Emergency and to further declare the state of emergency shall continue until 11:59 P.M., Friday April 17, 2020 unless this declaration is renewed by the Mayor and Council of the City of Norcross or until such time as the Mayor and the City Manager find that the emergency conditions no longer exist.

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

2. 20-5677: A Resolution of Mayor & Council to Hold All Public Meetings by Teleconference Due to Emergency Circumstances

Motion

To Declare that the Covid-19 Outbreak is an Emergency Condition Involving Public Safety and the Preservation of Public Services; and to Provide that All Public Meetings of the City Of Norcross Shall Be Held Via Teleconference Pursuant To O.C.G.A. § 50-14-1(G) For So Long As The Emergency Condition Exists.

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

E. Adjourn to Executive Session Legal Personnel, and Real Estate

The meeting was closed at 7:34 PM

F. Signed by _____ Mayor Craig Newton**G. Attest _____ Monique Lang, City Clerk**

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, March 23, 2020

6:30 PM

Teleconference

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Minutes Acceptance: Minutes of Mar 23, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Call to Order by Craig Newton

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

Special Meeting was called to order at 6:49 PM by Mayor Craig Newton

B. Roll Call (recorded)**PH. Public Hearings****D. Items for Discussion****1. 20-5678: Emergency Resolution and Ordinance Review and Corona Virus (COVID-19) Update**

Motion

A motion to approve the adoption of the emergency ordinance with the revisions made by council.

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

E. Adjourn to Executive Session Legal Personnel, and Real Estate

The meeting was closed at 8:12 PM

F. Signed by _____ Mayor Craig Newton

G. Attest _____ Monique Lang, City Clerk

Minutes Acceptance: Minutes of Mar 23, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, March 30, 2020

6:30 PM

Teleconference

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

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

A. Call to Order by Craig Newton

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

Special Meeting was called to order at 6:36 PM by Mayor Craig Newton

B. Roll Call (recorded)**PH. Public Hearings****D. Items for Discussion****1. 20-5682: Review for Acceptance Stay at Home Order Issued by Gwinnett County**

RESULT:	DISCUSSED
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2. 20-5683: Consideration of Emergency Ordinance to Incorporate Governor's Executive Order 3.23.20.0.1

Motion

A motion to adopt, renew and extend the March 17, 2020 Declaration of Local State of Emergency by amending Chapter 43 of the Code of Ordinances for the City of Norcross, entitled "EMERGENCY ORDINANCES" is amended by adding new ordinance Sections 43-2 "Incorporation of Governor's Executive Order No. 03.23.20.01," 43-3 entitled "Order to Shelter in Place", 43-4 entitled "Enforcement of Emergency Ordinances," 43-5 entitled "Conflicts," 43-6 entitled "Extension of Local State of Emergency," and 43-7 entitled "Effective Date and Expiration or Termination of Chapter 43," as is more particularly set forth in the Emergency Ordinance for which shall continue until 11:59 P.M., Monday, April 27, 2020 unless this declaration is further renewed by the Mayor and Council of the City of Norcross or until such time as the Mayor and the City Manager find that the emergency conditions no longer exist.

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 numbered to accomplish that intention.

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

3. 20-5684: Consideration to Incorporate Stay at Home Order into the Norcross Emergency Ordinance

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

E. Adjourn to Executive Session Legal Personnel, and Real Estate

The meeting was closed at 8:04 PM

F. Signed by _____ Mayor Craig Newton

G. Attest _____ Monique Lang, City Clerk

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



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

City of Norcross

Legislation Details (With Details)

File #:	20-5679	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	4/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Acceptance of the Agenda		

Sponsors:

Code Sections:

Title
Acceptance of the Agenda

Motion

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



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

City of Norcross

Legislation Details (With Details)

File #:	20-5646	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	4/6/2020 6:30 PM	In Control:	Planning and Zoning
Title:	COA2020-0001/REZ2020-0001 370 Thrasher Street Historic Demolition and PRD Rezoning		

Sponsors:

Code Sections:

Attachments:

1. [COA2020-0001 REZ2020-0001 staff report](#)

Title

COA2020-0001/REZ2020-0001 370 Thrasher Street Historic Demolition and PRD Rezoning

Drafter

Tracy Rye

Motion

To approve/deny a request for historic demolition subject to the conditions established by the Architectural Review Board as enumerated in the attached:

- 1) The existing building is considered a non-contributing structure to the historic district
- 2) The existing building is approved for demolition of the building with the following conditions:
 - a. The applicant shall offer the house to the community at large to be relocated for a period of not less than one month prior to demolition.
 - b. The applicant shall recycle as many viable parts of the house and provide documentation of where or who recycled them, if the structure is not relocated from the property.
 - c. The applicant shall advertise on social media the availability of any parts of the house for reuse or recycling. The contractor will determine the fees and items for each part based on labor and liability costs. Final available picking timeframe shall be in effect for 30 days should the Mayor and Council approve COA2020-0001 I REZ2020-0001.

And

To approve/deny a request for a PRD (Planned Residential Development) subject to the conditions as recommended by the Architectural Review Board and Planning and Zoning Board as enumerated in the attached:

The Architectural Review Board recommended approval of the proposed site and elevation component of the application with the following conditions:

- 1) The applicant shall install a sidewalk on the property to tie into the existing city sidewalk network. The final location shall be determined by staff.
- 2) The applicant shall provide a usable outdoor public space. It may be hard surfaced, but must include seating, landscaping and trees that provide shade.
- 3) The parking area in front of the garages shall be minimum of 17.5ft in depth.
- 4) The stoop dimensions shall be 5ft x 6ft.
- 5) The steps leading to the front doors shall be brick.
- 6) The design standard 3.6.1.3 requirement for mutins to be of adequate depth to convey the proper effect of muntins and mullions shall apply to all elevations.
- 7) Black metal railings on front and rear elevations.
- 8) Facade cladding materials are approved as submitted from the 2/25/2020 revision, which are:
 - Lot 17: 3rd floor board and baton, 2nd floor brick, 1st floor brick
 - Lot 16: 3rd floor siding, 2nd floor board and baton, 1st floor brick
 - Lot 15: 3rd floor board and baton, 2nd floor board and baton, 1st floor brick
 - Lot 14: 3rd floor siding, 2nd board and baton, 1st floor brick
 - Lot 13: 3rd floor board and baton, 2nd floor brick 1st floor brick
- 9) The rear cladding material that faces toward Redwine Street, shall match the cladding material variation as called out in condition number eight above.
- 10) Lot 13, facing Gaines Street, shall be brick on first and second floor with windows similarly placed as the Thrasher Street elevation.
- 11) Wood shall be placed between windows at cantilevered sections.
- 12) Weathered Wood shall be employed on the primary roofing.
- 13) Side elevations shall have hip roofs as depicted in the original submission.
- 14) Metal shed roofs shall be bronze in color.
- 15) Judges paneling shall match the muntins and sashes in color.
- 16) The balconies that project toward Redwine Street shall be a minimum of 6ft in depth.
- 17) The applicant shall use 10-inch boxed columns for the elevation that projects toward Redwine Street.
- 18) The applicant shall extend the brick water table along the first floor and second floors for the elevations that projects toward Thrasher Street.
- 19) The applicant shall include two faux windows within the first floor brick work which employs a herring bone pattern.
- 20) The applicant shall install faux or real windows along the first floor for the elevations that project toward Gaines Street.
- 21) No two similar garage doors shall be side by side to show variation from dwelling unit to dwelling unit,

- 22) The color pallet submitted at the 2/25/2020 special called meeting shall be the approved color pallet for the townhome development.
- 23) The HVAC equipment shall be appropriately screened from view;
- 24) It is acknowledged that the Gwinnett County Fire Marshal may require modification to the site for oversized vehicles such as fire and garbage trucks.
- 25) The reveal (exposed portion) of siding shall be a minimum of four inches and shall not exceed six (6) inches per design standard 3.5.3.2.
- 26) Corner boards shall have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal per design standard 3.5.3.3.
- 27) The band board delineating the second and third floors shall be 10 inches in width.
- 28) The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval, such as site lighting, light poles and mailbox kiosk.
- 29) Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
- 30) A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.

And

The Planning and Zoning Board recommended approval of the PRD by a vote of 4-0 on March 4, 2020 with the following conditions:

- 1) The PRD zoning designation shall be restricted to only townhome primary uses and allowable home occupations as accessory uses;
- 2) In conformance with the adopted 2040 Comprehensive Plan, the development is limited to a maximum of 5 townhome dwelling units; or 1 unit per .128 acres.
- 3) To accommodate potential building orientation concerns the setbacks and building height for the parcel shall be:

Yard	Front	Side, south	Side, north	Rear
Distance	35ft	0ft	0ft	0ft
Maximum height: 35ft defined in Article II, Section 102				

- 4) The applicant shall replace the existing Thrasher sidewalk with a new 8' wide sidewalk and rows of street trees subject to the approval of the City Arborist and City Engineer.
- 5) It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may require modifications to the site for oversized vehicles such as fire and garbage trucks.
- 6) No allowable encroachments as defined under Section 206-8.B and no administrative variances as defined under 104-7.A shall be allowed;
- 7) The development shall comply with Norcross UDO Sections 203-89 parking minimums for townhomes and multifamily dwelling developments;
- 8) The development shall comply with the Architectural Review Board's conditions of approval;
- 9) The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder are responsible for conforming to any specific design standard or UDO code section not addressed in the staff report.
- 10) All common areas, including but not limited to streets and storm water systems, shall be maintained by a mandatory homeowner association;

- 11) The developer shall install a 4' sidewalk of pervious pavers with a 4' landscape strip along the property line adjacent to Clay Street, in addition, parallel parking spaces shall also be constructed of pervious pavers, subject to the approval of the City Engineer and City landscape review professionals.
- 12) Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professionals.
- 13) All utilities shall be buried.
- 14) The parking area in front of the garages shall be minimum of 17.5ft in depth

To approve/deny a request for historic demolition subject to the conditions established by the Architectural Review Board as enumerated in the attached:

- 1) The existing building is considered a non-contributing structure to the historic district
- 2) The existing building is approved for demolition of the building with the following conditions:
 - a. The applicant shall offer the house to the community at large to be relocated for a period of not less than one month prior to demolition.
 - b. The applicant shall recycle as many viable parts of the house and provide documentation of where or who recycled them, if the structure is not relocated from the property.
 - c. The applicant shall advertise on social media the availability of any parts of the house for reuse or recycling. The contractor will determine the fees and items for each part based on labor and liability costs. Final available picking timeframe shall be in effect for 30 days should the Mayor and Council approve COA2020-0001 I REZ2020-0001.

And

To approve/deny a request for a PRD (Planned Residential Development) subject to the conditions as recommended by the Architectural Review Board and Planning and Zoning Board as enumerated in the attached:

The Architectural Review Board recommended approval of the proposed site and elevation component of the application with the following conditions:

- 1) The applicant shall install a sidewalk on the property to tie into the existing city sidewalk network. The final location shall be determined by staff.
- 2) The applicant shall provide a usable outdoor public space. It may be hard surfaced, but must include seating, landscaping and trees that provide shade.
- 3) The parking area in front of the garages shall be minimum of 17.5ft in depth.
- 4) The stoop dimensions shall be 5ft x 6ft.
- 5) The steps leading to the front doors shall be brick.
- 6) The design standard 3.6.1.3 requirement for mutins to be of adequate depth to convey the proper effect of muntins and mullions shall apply to all elevations.
- 7) Black metal railings on front and rear elevations.
- 8) Facade cladding materials are approved as submitted from the 2/25/2020 revision, which are:
 - Lot 17: 3rd floor board and baton, 2nd floor brick, 1st floor brick
 - Lot 16: 3rd floor siding, 2nd floor board and baton, 1st floor brick
 - Lot 15: 3rd floor board and baton, 2nd floor board and baton, 1st floor brick
 - Lot 14: 3rd floor siding, 2nd board and baton, 1st floor brick
 - Lot 13: 3rd floor board and baton, 2nd floor brick 1st floor brick
- 9) The rear cladding material that faces toward Redwine Street, shall match the cladding material variation as called out in condition number eight above.

- 10) Lot 13, facing Gaines Street, shall be brick on first and second floor with windows similarly placed as the Thrasher Street elevation.
- 11) Wood shall be placed between windows at cantilevered sections.
- 12) Weathered Wood shall be employed on the primary roofing.
- 13) Side elevations shall have hip roofs as depicted in the original submission.
- 14) Metal shed roofs shall be bronze in color.
- 15) Judges paneling shall match the muntins and sashes in color.
- 16) The balconies that project toward Redwine Street shall be a minimum of 6ft in depth.
- 17) The applicant shall use 10-inch boxed columns for the elevation that projects toward Redwine Street.
- 18) The applicant shall extend the brick water table along the first floor and second floors for the elevations that projects toward Thrasher Street.
- 19) The applicant shall include two faux windows within the first floor brick work which employs a herring bone pattern.
- 20) The applicant shall install faux or real windows along the first floor for the elevations that project toward Gaines Street.
- 21) No two similar garage doors shall be side by side to show variation from dwelling unit to dwelling unit,
- 22) The color pallet submitted at the 2/25/2020 special called meeting shall be the approved color pallet for the townhome development.
- 23) The HVAC equipment shall be appropriately screened from view;
- 24) It is acknowledged that the Gwinnett County Fire Marshal may require modification to the site for oversized vehicles such as fire and garbage trucks.
- 25) The reveal (exposed portion) of siding shall be a minimum of four inches and shall not exceed six (6) inches per design standard 3.5.3.2.
- 26) Corner boards shall have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal per design standard 3.5.3.3.
- 27) The band board delineating the second and third floors shall be 10 inches in width.
- 28) The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval, such as site lighting, light poles and mailbox kiosk.
- 29) Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
- 30) A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.

And

The Planning and Zoning Board recommended approval of the PRD by a vote of 4-0 on March 4, 2020 with the following conditions:

- 1) The PRD zoning designation shall be restricted to only townhome primary uses and allowable home occupations as accessory uses;
- 2) In conformance with the adopted 2040 Comprehensive Plan, the development is limited to a maximum of 5 townhome dwelling units; or 1 unit per .128 acres.
- 3) To accommodate potential building orientation concerns the setbacks and building height for the parcel shall be:

Yard	Front	Side, south	Side, north	Rear
Distance	35ft	0ft	0ft	0ft
Maximum height: 35ft defined in Article II, Section 102				

- 4) The applicant shall replace the existing Thrasher sidewalk with a new 8' wide sidewalk and rows of street trees subject to the approval of the City Arborist and City Engineer.
- 5) It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may require modifications to the site for oversized vehicles such as fire and garbage trucks.
- 6) No allowable encroachments as defined under Section 206-8.B and no administrative variances as defined under 104-7.A shall be allowed;
- 7) The development shall comply with Norcross UDO Sections 203-89 parking minimums for townhomes and multifamily dwelling developments;
- 8) The development shall comply with the Architectural Review Board's conditions of approval;
- 9) The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder are responsible for conforming to any specific design standard or UDO code section not addressed in the staff report.
- 10) All common areas, including but not limited to streets and storm water systems, shall be maintained by a mandatory homeowner association;
- 11) The developer shall install a 4' sidewalk of pervious pavers with a 4' landscape strip along the property line adjacent to Clay Street, in addition, parallel parking spaces shall also be constructed of pervious pavers, subject to the approval of the City Engineer and City landscape review professionals.
- 12) Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professionals.
- 13) All utilities shall be buried.
- 14) The parking area in front of the garages shall be minimum of 17.5ft in depth



Community Development and Planning

TO: Mayor and Council

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

DATE: April 6, 2020

SUBJECT: COA2020-0001/REZ2020-0001

CC: Rudolph Smith, City Manager

Background:

The applicant proposes to demolish the existing historic building and construct a five- unit planned residential townhome development independent of the abutting Seven community. Due to the relative narrowness of the property, the dwellings will be built deep into the lot along the south by southwestern property line. With the building oriented to match the lot depth, the typical side elevations will become the facade and rear, and the building front and rear will become the sides. Vehicular access to the lot is proposed to be along the northeast by north property line (paralleling Clay Street) which opens into a shared drive and visitor parking area. Each unit will provide a two-car garage and the site plan depicts additional parallel parking spaces.

Notable Recent Plan Changes:

The existing large tree in front of the house is currently compromised and the City Arborist has indicated that the new 8' sidewalk will accelerate the decline by compromising the root system. The Arborist has determined that offset rows of trees will be a suitable replacement for the canopy from that tree. Since the Policy session on 3/16/20, the developer has amended the site plan to include identified offset rows of street trees adjacent to the future 8' sidewalk along Thrasher Street per the recommendation of the City Arborist. The developer will also install the 8' sidewalk along Thrasher Street in concert with the development process rather than the sidewalk being phased in. In addition, the developer will install a 4' wide sidewalk and a 4' landscape strip adjacent to the property line parallel to Clay Street. The 4' sidewalk will be constructed of pervious pavers along with the parallel parking spaces. Outdoor public space, as

conditioned by the ARB, are also now shown on the site plan.

Recommendation:

Based on the mixed residential character of the area as well as the advancing level of deterioration of the on-site home and the topography of the site, the Community Development Staff recommends the following:

1. Demolition of the Historic Structure due to its advanced state of decline in accordance with the recommendations of the City's Architectural Review Board which are enumerated below along with the conditions outlined for the new construction.
2. Approval of the PRD plan as attached immediately behind this memo as amended by the applicant in March 2020 and subject to all zoning conditions enumerated below.

Zoning Conditions:

The Planning and Zoning Board recommended approval of the PRD by a vote of 4-0 on March 4, 2020 with the following conditions:

- 1) The PRD zoning designation shall be restricted to only townhome primary uses and allowable home occupations as accessory uses;
- 2) In conformance with the adopted 2040 Comprehensive Plan, the development is limited to a maximum of 5 townhome dwelling units; or 1 unit per .128 acres.
- 3) To accommodate potential building orientation concerns the setbacks and building height for the parcel shall be:

Yard	Front	Side, south	Side, north	Rear
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- 4) The applicant shall replace the existing Thrasher sidewalk with a new 8' wide sidewalk and rows of street trees subject to the approval of the City Arborist and City Engineer.
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- 6) No allowable encroachments as defined under Section 206-8.B and no administrative variances as defined under 104-7.A shall be allowed;
- 7) The development shall comply with Norcross UDO Sections 203-89 parking minimums for townhomes and multifamily dwelling developments;

- 8) The development shall comply with the Architectural Review Board's conditions of approval;
- 9) The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder are responsible for conforming to any specific design standard or UDO code section not addressed in the staff report.
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- 12) Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professionals.
- 13) All utilities shall be buried.
- 14) The parking area in front of the garages shall be minimum of 17.5ft in depth.

ARB Conditions:

The ARB voted 3-1 that the existing home is a non-contributing structure in the National Historic District and voted 4-0 to recommend approval of the demolition of the home and approval of the elevations of the project with the following conditions:

Historic Demolition:

The Architectural Review Board recommended the following:

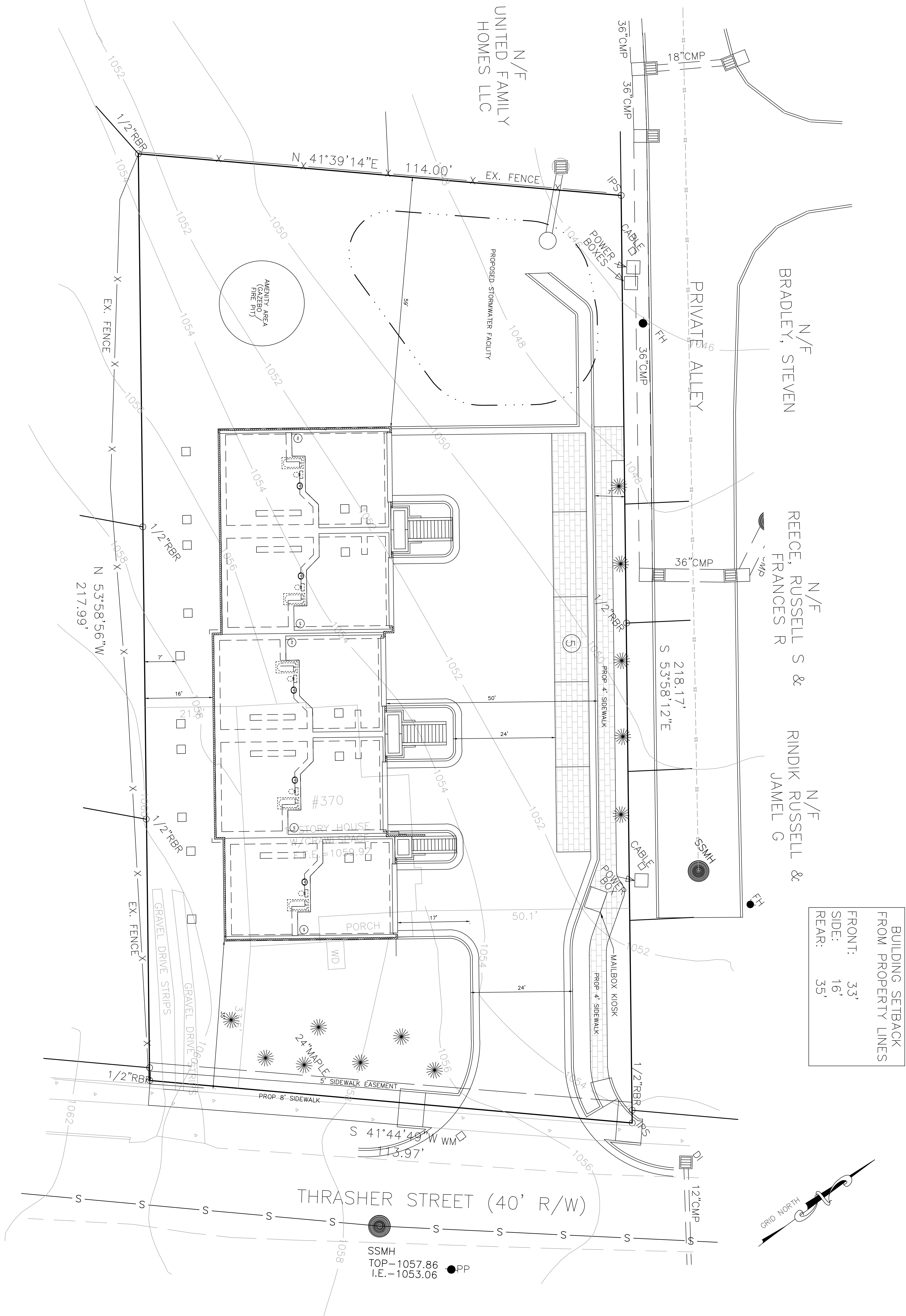
- 1) The existing building is considered a non-contributing structure to the historic district
- 2) The existing building is approved for demolition of the building with the following conditions:
 - a. The applicant shall offer the house to the community at large to be relocated for a period of not less than one month prior to demolition.
 - b. The applicant shall recycle as many viable parts of the house and provide documentation of where or who recycled them, if the structure is not relocated from the property.
 - c. The applicant shall advertise on social media the availability of any parts of the house for reuse or recycling. The contractor will determine the fees and items for each part based on labor and liability costs. Final available picking timeframe shall be in effect for 30 days should the Mayor and Council approve COA2020-0001 I REZ2020-0001.

Architectural Review:

The Architectural Review Board recommended approval of the proposed site and elevation component of the application with the following conditions:

- 1) The applicant shall install a sidewalk on the property to tie into the existing city sidewalk network. The final location shall be determined by staff.
- 2) The applicant shall provide a usable outdoor public space. It may be hard surfaced, but must include seating, landscaping and trees that provide shade.
- 3) The parking area in front of the garages shall be minimum of 17.5ft in depth.
- 4) The stoop dimensions shall be 5ft x 6ft.
- 5) The steps leading to the front doors shall be brick.
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- 7) Black metal railings on front and rear elevations.
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- 23) The HVAC equipment shall be appropriately screened from view;
- 24) It is acknowledged that the Gwinnett County Fire Marshal may require modification to the site for oversized vehicles such as fire and garbage trucks.
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- 29) Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
- 30) A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.

[illegible]

Urban Engineers, Inc.
 1904 MONROE DRIVE, N.E., SUITE 150
 ATLANTA, GEORGIA 30324
 PHONE: (404) 873-5874
www.urbanengineers.net

3/26/2020



Meeting Date: 3/4/2020 at 6:00 PM

Petition Number: COA2020-0001 / REZ2020-0001

Project Type:	New residential development
Property Location:	370 Thrasher Street
Tax Parcel ID:	6243 093
Petitioner:	Derrick Cheek
Petitioner's Request:	Demolition of a historic property Construction of a new 5-unit townhome development Provide PRD zoning conditions
Vicinity Map:	



City of Norcross Mayor and Council Policy Meeting for March 16, 2020 at 6:30 PM

Property Data Chart: 370 Thrasher Street, APN 6243 093			
Current Zoning: PRD	Requested Zoning: PRD zoning standards	Acreage: .64 acres	2040 Comprehensive Designation: Hopewell Woods
500ft Adjoining Parcels, Developments, Zoning and Uses	Estimated Lot Dimensions	Topography	
<u>North:</u> National Historic District, PRD, R100 & R60, M1; Residential: Seven, Colonel Jones Park, Historic District; Church: Hopewell Baptist Church	Note: The subject parcel is rectangular <u>Width:</u> 115 LF <u>Depth:</u> 220 LF	The parcel's high point is at the southern portion of the lot along Thrasher Street.	
<u>South:</u> PRD, Railroad, OI, R75, C1; Residential: Historic District; Office: Magnolia Station; Event Hall: A Divine Event	Building Dimensions	Elevation High: 1058ft Low: 1046ft <i>Note: the sewer invert elevation at Thrasher Street is 1053ft</i>	
<u>East:</u> R75, Railroad; Residential: Historic District	<u>Entire Building</u> Width: 54 LF Length: 119LF Height: 34 LF	Encumbrances	
<u>West:</u> National Historic District, PRD, HX, M1; Residential: Seven, Historic District & Broadstone; Church: Hopewell Baptist Church & La Luz Del Mundo		<u>Stream buffer:</u> none noted according to the plat and Gwinnett GIS <u>Easements:</u> there are none noted according to the plat and Gwinnett GIS	

Staff Note

Under the UDO Section 104-3.B rezoning applications involving the Planned Residence District (PRD) requires the first review to be by the Architectural Review Board, followed by Planning and Zoning Board, Mayor and Council's policy meeting and the Mayor and Council's regular meeting for final action. As the subject parcel is within the National Historic District, the application also includes a historic demolition component for the Architectural Review Board to consider. This process is expected to run 95 days from date of filing deadline to tentative final action. Below is the schedule of dates.

Board	Meeting Type	Meeting	Meeting Time	Room
ARB	Hearing	Tuesday, February 18, 2020	6:00 PM	2nd Floor Conference Room
P&Z	Hearing	Wednesday, March 4, 2020	6:30 PM	Council Chambers
MC& Policy	Meeting	Monday, March 16, 2020	6:30 PM	2nd Floor Conference Room
M&C Regular	Hearing	Monday, April 6, 2020	6:30 PM	Council Chambers

City of Norcross Mayor and Council Policy Meeting for March 16, 2020 at 6:30 PM

Applicant's Request

In June 2019 the city adopted the Unified Development Ordinance and zoning map. During the adoption process, the Mayor and Council rezoned the subject property to eliminate the zoning inconsistency between the Seven development and 370 Thrasher Street by changing it from M-1 to Planned Residence District (PRD). The PRD supports a wide variety of residential, as well as some non-residential uses, based on housing types and densities as allowed in each of the Comprehensive Plan's land use character areas. The Hopewell Woods character area supports single-family attached and detached developments, up to a maximum of eight dwelling units per acre. The submitted application is for the demolition of an existing structure within the National Historic District, the adoption of zoning standards that conform with both the 2040 Comprehensive Plan and the development character along Thrasher Street and to allow for the construction of five attached townhomes.

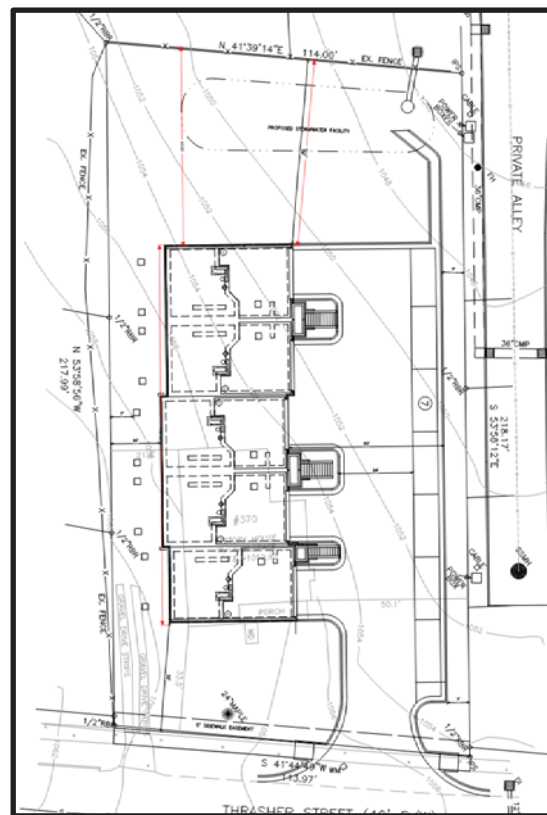
Site Description

370 Thrasher Street appears to be a remnant keystone parcel that was not included within the 2004 Norcross Seven rezoning and development plan. Situated just north of the railroad tracks and west of Holcomb Bridge Road, the subject .64-acre parcel is located within the Hopewell Woods character area. It is within a quarter mile walk from Downtown Norcross and is within the National Historic District boundaries. The rectangular lot is an estimated 115 linear feet wide by 220 linear feet deep and is accessible by foot and by vehicle along Thrasher Street. The topography slopes downward from a high of 1058ft at the southern property line at Thrasher Street to a low of 1046ft at the rear of the property abutting Clay Street. Currently the site's vehicular access is via a gravel drive located along the south by southwest property line and the existing dwelling is located immediately to the right.

Project Description

The applicant proposes to demolish the existing historic building and construct a five-unit townhome development independent of the abutting Seven community. Due to the relative narrowness of the property, the dwellings will be built deep into the lot along the south by southwestern property line. With the building oriented to match the lot depth, the typical side elevations will become the façade and rear, and the building front and rear will become the sides. Vehicular access to the lot is proposed to be along the northeast by north property line (paralleling Clay Street) which opens into a shared drive and visitor parking area. Each unit will provide a two-car garage and the site plan depicts seven parallel parking spaces. Pedestrian access to the site is currently provided by the existing Thrasher Street sidewalk and will be discussed in greater depth below.

The proposed setbacks will be a 35ft front yard, 16ft and 50ft side yards, and 59ft rear yard. The overall building dimensions are an estimated 120 feet deep by 40 feet wide and shares a hipped roof system with an 8/12 pitch. Two of the central units, identified as lots 15 and 16, will be stepped back an estimated two feet from the abutting units. It will be clad in board and batten, siding and brick. Each 24-foot-wide unit's typical façade will consist of a staircase to access the second floor entry door, a covered portico, a two car garage and appropriately scaled fenestrations on the second and third floors. Additional differentiation between the units is through the use of bump outs, shed roofs, turned gables or a Juliette balcony.



Historic Demolition

The subject parcel and building are located within the National Historic District. Available records from Gwinnett County GIS and the 2007 Historic and Architectural Survey (HaAS) indicate it was constructed as early as 1880 or as late as 1904. The HaAS indicates that the dwelling may have been moved to the location and that additions were made to the original structure. It is possible that the original date of construction was 1880 and that the possible relocation and additions were completed in 1904.

The property owner has been in conversations with several developers, real estate agents and builders, as well as the city, for possible options to redevelop the property and the correct process to follow since late 2017. Discussions have ranged from relocation of the existing building, to maintaining it and constructing additional residential units around it, to complete redevelopment. The submitted application is a request for the complete demolition and redevelopment of the building and site. The city building official inspected the building and noted *“several additions and alterations”* have been made to the original structure and that the *“overall framing is in poor to fair condition.”* As noted in a letter regarding the feasibility of relocating the building, *“Many of the rafters, floor joists and load bearing beams are insufficient because of water damage and or insect infiltration.”* Full copies of the city building official’s and the licensed general contractor’s letter are attached below in the exhibits.

Historic District Demolition Analysis

According to the Sections 104-5.8 and 307-6.F of the Unified Development Ordinance, applications for historic demolition within the National Historic District are reviewed by the Architectural Review Board and presented to the Mayor & Council for final determination. The Norcross Architectural and Site Design guidelines provide the criteria by which historic demolition permits are evaluated. The process is as follows:

- a. Determine if the subject building is considered a contributing or non-contributing building to the National Historic District:
 - i. If it is determined that the subject building is non-contributing then:
 1. The demolition of a non-contributing structure within the district is allowed under the following conditions:
 - a. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
 - b. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.
 - ii. If it is determined that the subject building is contributing then:
 1. The demolition of a contributing structure within the district is allowed under the following conditions:
 - a. It is documented to the satisfaction of the ARB that the building cannot feasibly be rehabilitated for use, which should be written by a licensed architect, engineer, or city inspector.
 - b. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
 - c. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans

First, the ARB will need to determine if the existing building is a contributing or non-contributing structure. The design standards define contributing structure as a building that,

*“Contributes to the architectural or historic significance of a historic district.
A “contributing building” in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.”*

In the block created by the Seven development and bound by Autry, Thrasher and West Peachtree Streets, this is the only historic building remaining. All other construction is considered non-contributing as it does not contribute to the architectural or historic significance of the historic district.

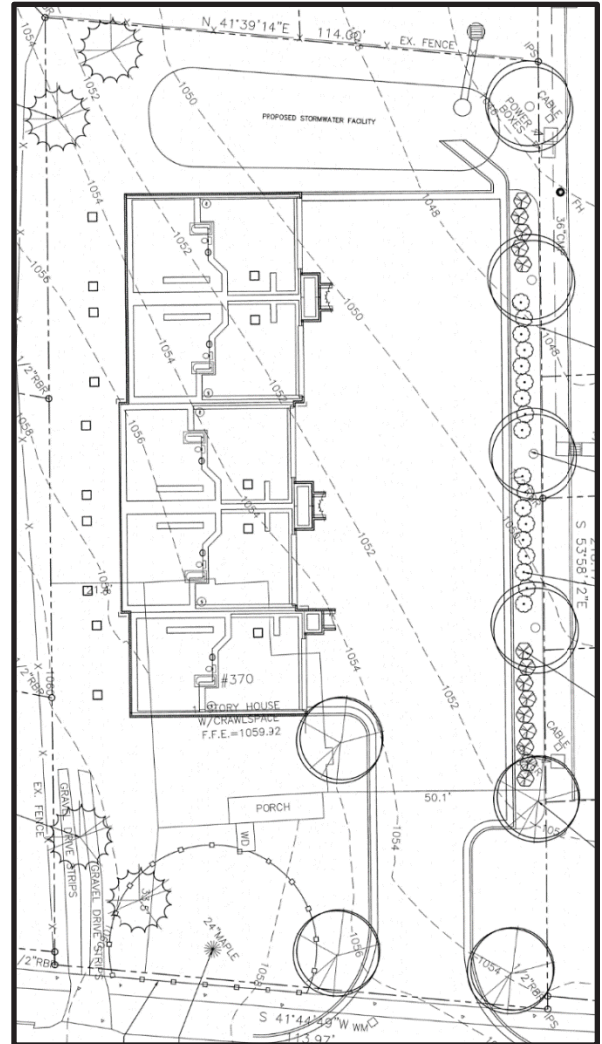
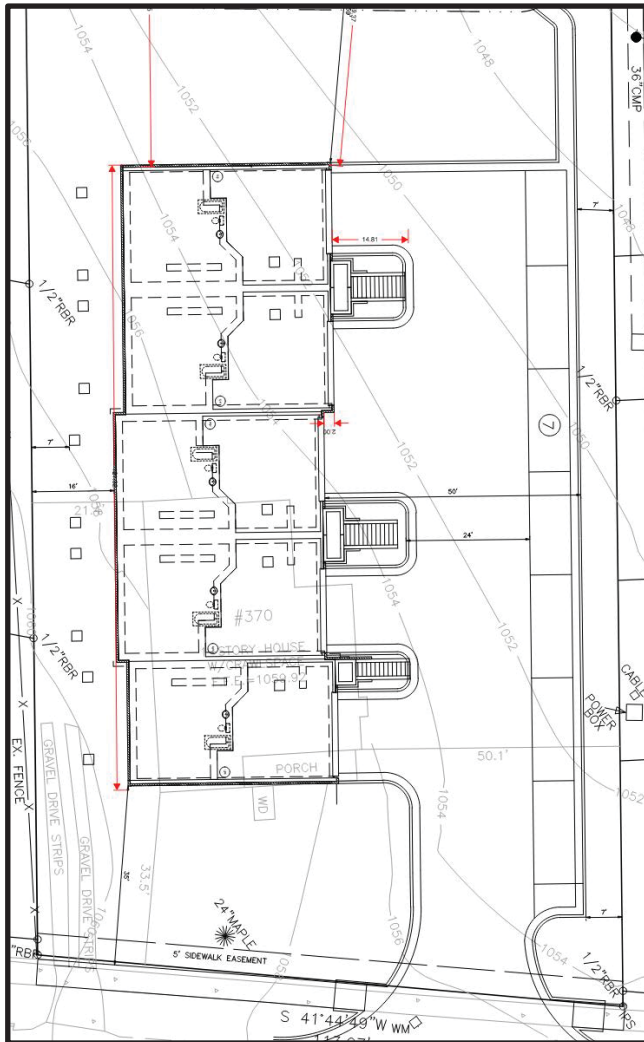
Second, the ARB will need to determine the feasibility of rehabilitating the dwelling for use. As stated in the attached letters, the structure is not a good candidate for relocation and there will be major improvement for rehabilitating the dwelling.

Third, the ARB will need to review the financial statement that finances are sufficient for the developer to construct the proposed product. See the exhibits for the developer’s financial statement.

Architectural Review

Landscape and Site Plan Analysis

The submitted concept plan, dated 12/31/2019, depicts a variety of plantings along the Clay Street side of the development and along Thrasher Street. It also calls for the preservation of the existing 24-inch maple at Thrasher Street.



TREE PLAN CALCULATIONS:

Plant Schedule								
BOTANICAL NAME	COMMON NAME	QTY	SIZE	SPACING	UNITS	TOTAL	GENUS %	REMARKS
TREES								
<i>Acer rubrum</i>	Red Maple	4	2" Cal.	Per Plan	0.30	1.2	33.3%	1, 4, 5, 6, 7, 9, 10, 11
<i>Magnolia grandiflora</i>	Southern Magnolia	4	3" Cal./14'-16" Ht.	Per Plan	0.40	1.6	33.3%	1, 4, 5, 6, 7, 8, 10, 11
<i>Quercus nuttallii</i>	Nuttall Oak	4	2" Cal.	Per Plan	0.30	1.2	33.3%	1, 4, 5, 6, 7, 10, 11
SHRUBS								
<i>Ilex cornuta</i> 'Carissa'	Carissa Holly	14	5 Gal.	48" O.C.				6, 7, 8, 10, 12
<i>Azalea</i> 'Formosa'	Formosa Azalea	15	5 Gal.	48" O.C.				6, 7, 8, 10, 12
Total Proposed Trees:		12	Total Proposed Density Units:			4.0		
Notes:								
1. Tree Selections are from the City of Norcross Tree Species List.								
2. Units shown are from Table 205-5 (2) of Article V of the Unified Development Ordinance.								
3. Shrubs shown are part of the required 5' minimum perimeter screen as per Section 205-4-D-2 of Article V of the Unified Development Ordinance.								

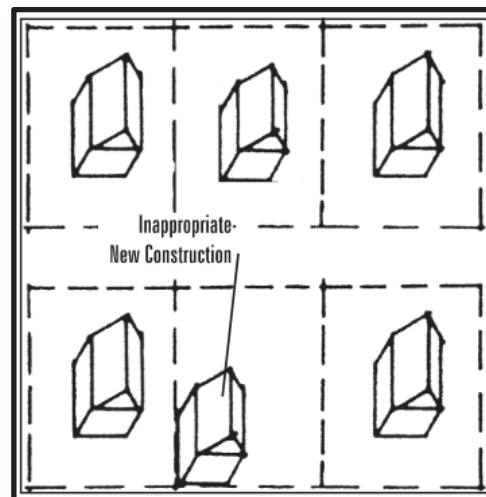
Density Calculation		
Total Property		0.57 AC
Times Required Units per Acre	x	16
		9.12 UNITS
Minus Existing Tree Units	-	5.40 UNITS
Equals Required Density Units		3.72 UNITS
Proposed Tree Units on Plans		4.00 UNITS
REQUIREMENT MET		

City of Norcross Mayor and Council Policy Meeting for March 16, 2020 at 6:30 PM

Items for Discussion:

- 1) As stated above, the building's setbacks will be: Front: 35ft, Sides 16ft and 50ft, and Rear: 59ft. While zoning setbacks are not a typical area of discussion within the purview of the Architectural Review Board, the PRD process does allow the Board the ability to address the building orientation to the street and adjacent properties. Along Thrasher Street the building setback of Seven ranges from 5ft, the buildings directly north of the subject property, to 18ft at the townhomes abutting the Broadstone development. Questions for the Board to consider are:

- i. Would it be appropriate to move the building forward toward the street with a minimum setback of 10ft and a maximum setback of 15ft from the existing right-of-way?
- ii. Note: during pre-hearing discussion, it was noted that garage doors should not be visible from the right of way. The proposed 35ft setback significantly obscures the garage doors. However, additional landscaping and a greenscreen product could minimize the garage door appearance.
- iii. Should the Board agree to pulling the building forward, a revised landscape and site plan will be required.



- 2) The applicant has agreed to grant a 5ft sidewalk easement along Thrasher Street in case the city plans to widen the existing sidewalk to match the 8ft wide sidewalk at the Broadstone development. Staff recommends that the proposed 5ft easement be a land dedication to avoid possible liability concerns for future landowners.
- 3) Staff recommends the installation of a new 5ft sidewalk that connects to the existing sidewalk network at Thrasher Street and wraps three sides of the building.
- 4) 1.4.4 The creation of usable outdoor public spaces is required. These spaces may be hard surfaced but must include seating and landscaping. Trees that provide shade are required. If the building is pulled forward, would it be appropriate to include an open space between the building rear and the detention pond?
- 5) Vehicle circulation and parking as currently presented may need to be re-worked. The parking area in front of the garages appears to be only 15ft in depth. A standard parking space depth is 17.5ft. The curbed staircase landings will need to be extended to prevent parked vehicles hanging in the drive isle. A standard parallel parking width is 10ft. It is also possible the Gwinnett County Fire Marshal will require a hammerhead or additional turn area for oversized vehicles such as fire and garbage trucks.
- 6) The applicant should discuss exterior lighting locations and mounting structures.
- 7) The applicant should discuss the mail kiosk location and design.

Elevation: Front (Left side facing)

As stated above, the façade is clad in brick and board and batten. The brick is employed on the first floor as a water table that wraps the two-car garage and the staircase that leads to the second-floor entry way. The second and third floors are exclusively clad in board and batten. Architectural features include turned gables, shed roofs, transom windows, a 10-inch band board that delineates the second and third floors and bump-outs. Window types include 2 over 2, 4 over 1 and fixed. Roof pitches include 8:12 for the primary shared hip roof, 12:12 pitch for the turned gables and 6:12 for the shed roofs and entry way porticos.



Discussion Items:

- 1) 3.7.3.1 Front porches, verandahs and terraces must be at least six feet deep to accommodate porch furniture as well as the passage of one person. The applicant should provide stoop dimensions and the Board should discuss the appropriateness of this design standard.
- 2) 3.6.1.3 Snap-in girds for windows are prohibited. Light divisions cannot be removable and will not be of adequate depth to convey the proper effect of muntins and mullions.
- 3) The applicant should clarify the handrail material and colors for the staircases and Juliette Balcony.
- 4) Typically, staff recommends cladding material variation between each unit and that the variation matches the rear elevation. The Board should consider if a façade clad primarily in one material is appropriate in context to the abutting Seven development.

Note: this elevation will project toward the parking area and Clay Street.

Elevation: Rear (Right side facing)

The rear elevation is clad in board and batten for the third floor, siding for the first and second floors and employs brick for the water table. The primary feature notable on this elevation is the double balconies. Similar to the façade, the second and third floors are delineated with a 10-inch band board. Windows are a uniform 1 over 1 with a single door window and transom. Window and door placements are varied from each unit.



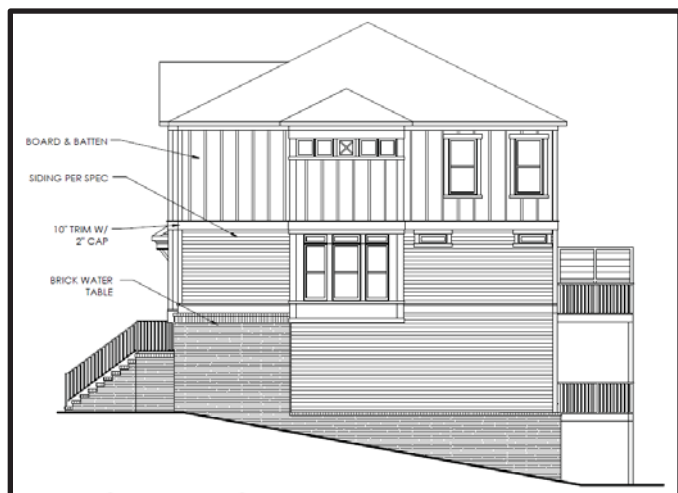
Items for discussion:

- 1) 3.7.3.1 Front porches, verandahs and terraces must be at least six feet deep to accommodate porch furniture as well as the passage of one person. The balconies appear to be 9ft in depth, but the applicant should provide the dimensions.
- 2) If the Board requires windows on the rear elevation to match the façade, then muntins and mullions will be required to convey depth on the window.
- 3) The applicant should clarify the handrail material and colors for the balconies.
- 4) The applicant should clarify the column dimensions and shape (round vs box) for the rear balconies.
- 5) The Board should consider the following regarding the rear elevation cladding:
 - a. This elevation will project directly into the Seven development from Redwine Street.
 - b. Typically, staff recommends cladding material variation between each unit and that the variation matches the façade and rear elevations.
 - c. The proposed cladding plan may be sufficient to draw a distinction from the Seven development.
- 6) If the Board finds that a 5ft sidewalk that wraps three sides of the building is appropriate from the landscape and site discussion, would a staircase from the first-floor balcony be appropriate?

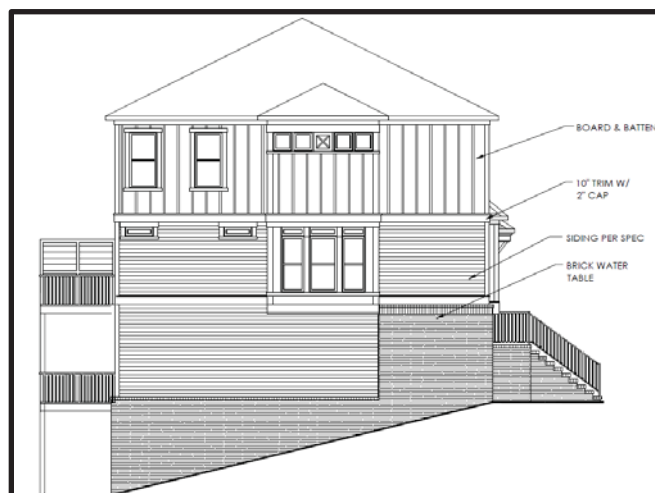
Note: the topography depicted with the rear elevation may not reflect actual site conditions.

Elevations: Left/Right Sides (Façade/Rear)

The side elevations are clad in brick, siding and board and batten and employ fixed and 1 over 1 windows. The right side will project toward the rear of the property where the on-site detention pond is located.



Right Elevation (Rear)



Left Elevation (Front)

Note: The left elevation will project toward Thrasher Street.

Items for discussion:

- 1) Would it be appropriate to extend the brick water table along the first floor?
- 2) 3.5.1.2 Blank façades of twenty feet or more shall contain a combination of architectural treatments, windows, and doors. Would it be appropriate to require the installation of faux windows along the first floor on both elevations?

Roof Plans



Colors and Materials

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

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

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM*Façade and sides*

Component	Color (Include manufacturer's ID)	Material
Primary Façade: First Floor	6" / 8" Hardi	SW7008
Primary Façade: Second Floor	Hardi	SW7008
Primary Façade: Third Floor	Hardi Board Batten	SW7008
Left Side: First Floor	Board Batten Brick	SW7008
Left Side: Second Floor	Board Batten	SW7008
Left Side: Third Floor	Board Batten	SW7008
Left Side: Basement	Brick	SW7008
Right Side: First Floor	Board Batten	SW7008
Right Side: Second Floor	Board Batten	SW7008
Right Side: Third Floor	Board Batten	SW7008
Right Side: Basement	Brick	SW7008
Rear: First Floor	Brick	SW7008
Rear: Second Floor	Board Batten	SW7008
Rear: Third Floor	Board Batten	SW7008
Rear: Basement	Brick	SW7008

DEADLINE AND HEARING SCHEDULE

The process for obtaining a COA from the ARB are as follows: 1) applications submitted on the 3rd Tuesday of each month 2) will be heard before the Architectural Review Board on the 3rd Tuesday of the following month.

1: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

2: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

(THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL MEETINGS REGARDING THE APPLICATION)

Colors and Materials



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

COLOR AND MATERIAL PLACEMENT ADDENDUM

Exterior Components

Component	Color (Include manufacturer's ID)	Material
Masonry	Painted Alabaster	SW7008
Garage Doors	Carriage Style	SW7002 Black Fox
Trim	6" and 10" Hardi.	SW7008
Mortar	Standard Type N	Buff AS
Gutters	6" Metal	SW7008
Corner Board	6" Hardi.	SW7008
Railings	Metal	Black Fox SW7020
Windows	Wood	SW7002 Black Fox
Window Sills	Wood	SW7002
Window Muntin/Mullion	Wood	SW7002
Columns		
Other Architectural Features	Cedar Decks/Handrails	
Other Architectural Features	Roofing Arch Shingles	Weath Wood

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2: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

(THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL MEETINGS REGARDING THE APPLICATION)

Recommendations

The Architectural Review Board considered both the historic demolition and architectural design components of the submitted application. Below you will find the Board's recommendations:

Historic Demolition:

The Architectural Review Board recommended the following:

- 1) The existing building is considered a non-contributing structure to the historic district
- 2) The existing building is approved for demolition of the building with the following conditions:
 - a) The applicant shall offer the house to the community at large to be relocated for a period of not less than one month prior to demolition.
 - b) The applicant shall recycle as many viable parts of the house and provide documentation of where or who recycled them, if the structure is not relocated from the property.
 - c) The applicant shall advertise on social media the availability of any parts of the house for reuse or recycling. The contractor will determine the fees and items for each part based on labor and liability costs. Final available picking timeframe shall be in effect for 30 days should the Mayor and Council approve COA2020-0001 / REZ2020-0001.

Architectural Review:

The Architectural Review Board recommended approval of the proposed site and elevation component of the application with the following conditions:

- 1) The applicant shall install a sidewalk on the property to tie into the existing city sidewalk network. The final location shall be determined by staff.
- 2) The applicant shall provide a usable outdoor public space. It may be hard surfaced, but must include seating, landscaping and trees that provide shade.
- 3) The parking area in front of the garages shall be minimum of 17.5ft in depth.
- 4) The stoop dimensions shall be 5ft x 6ft.
- 5) The steps leading to the front doors shall be brick.
- 6) The design standard 3.6.1.3 requirement for mutins to be of adequate depth to convey the proper effect of muntins and mullions shall apply to all elevations.

City of Norcross Mayor and Council Policy Meeting for March 16, 2020 at 6:30 PM

- 7) Black metal railings on front and rear elevations.
- 8) Façade cladding materials are approved as submitted from the 2/25/2020 revision, which are:
 - 1) Lot 17: 3rd floor board and baton, 2nd floor brick, 1st floor brick
 - 2) Lot 16: 3rd floor siding, 2nd floor board and baton, 1st floor brick
 - 3) Lot 15: 3rd floor board and baton, 2nd floor board and baton, 1st floor brick
 - 4) Lot 14: 3rd floor siding, 2nd board and baton, 1st floor brick
 - 5) Lot 13: 3rd floor board and baton, 2nd floor brick 1st floor brick
- 9) The rear cladding material that faces toward Redwine Street, shall match the cladding material variation as called out in condition number eight above.
- 10) Lot 13, facing Gaines Street, shall be brick on first and second floor with windows similarly placed as the Thrasher Street elevation.
- 11) Wood shall be placed between windows at cantilevered sections.
- 12) Weathered Wood shall be employed on the primary roofing.
- 13) Side elevations shall have hip roofs as depicted in the original submission.
- 14) Metal shed roofs shall be bronze in color.
- 15) Judges paneling shall match the muntins and sashes in color.
- 16) The balconies that project toward Redwine Street shall be a minimum of 6ft in depth.
- 17) The applicant shall use 10-inch boxed columns for the elevation that projects toward Redwine Street.
- 18) The applicant shall extend the brick water table along the first floor and second floors for the elevations that projects toward Thrasher Street.
- 19) The applicant shall include two faux windows within the first floor brick work which employs a herring bone pattern.
- 20) The applicant shall install faux or real windows along the first floor for the elevations that project toward Gaines Street.
- 21) No two similar garage doors shall be side by side to show variation from dwelling unit to dwelling unit,
- 22) The color pallet submitted at the 2/25/2020 special called meeting shall be the approved color pallet for the townhome development.
- 23) The HVAC equipment shall be appropriately screened from view;
- 24) It is acknowledged that the Gwinnett County Fire Marshal may require modification to the site for oversized vehicles such as fire and garbage trucks.
- 25) The reveal (exposed portion) of siding shall be a minimum of four inches and shall not exceed six (6) inches per design standard 3.5.3.2.
- 26) Corner boards shall have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal per design standard 3.5.3.3.

- 27)The band board delineating the second and third floors shall be 10 inches in width.
- 28)The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval, such as site lighting, light poles and mailbox kiosk.
- 29)Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
- 30)A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.

ZONING ANALYSIS

Current Zoning

As mentioned above, the property was zoned to Planned Residence District (PRD) from M1, Light Industry, in June 2019, as a cleanup of abutting non-compatible uses. While no specific zoning or development standards were adopted to address setbacks, parking, site improvements or define specifically allowable uses, this did allow existing residents and potential developers know that the City intended uses that conformed with the 2040 Comprehensive Plan.

Zoning Request

The applicant is requesting townhome usage on the subject parcel with the following setbacks: a 35ft front yard, 16ft and 50ft side yards, 59ft rear yard and a maximum height of 34ft. Looking at the development pattern within the area of influence, the existing Norcross Seven development along Thrasher Street, front yard setbacks range from 5ft at the northern abutting property line to 18ft abutting the Broadstone development. In order to maintain the established building orientation it would be appropriate to require a minimum setback of 10ft and a maximum setback of 15ft from the existing right-of-way. The 34ft building height is appropriate to the area of influence. While the applicant has depicted fairly large side and rear yard setbacks, staff suggests 0ft along the south by southwest property line and 0ft along the north by northeast property line and 0ft along the rear of the property to accommodate parking layout requirements.

Parking requirements are governed by Section 203-9, Residential Parking. Townhomes are required to provide two parking spaces per unit, plus 1 additional space for every four units. Under this code the site is required to provide a total of 12 parking spaces. The applicant is proposing a total of 25 parking spaces, ten provided in the 2-car garages, 10 at the parking pads in front of the garage and an additional 5 along the north by northeast property line. Parking space dimensions are in Section 203-4. To prevent portions of vehicles projecting into the drive isle, it is recommended that these parking pads be at least 17.5ft in depth. Final parking site layout may need approval by the Gwinnett County Fire Marshal.

Additional site improvement are required, when feasible, under the adopted Norcross Site and Design Standards. In particular, the creation of an open space amenity for the development that includes seating sufficient to support the residents of the future development, landscaping and trees that provide shade would be appropriate if the building is pulled toward Thrasher Street as recommended above. It could be located at the rear of the building.

Finally, the PRD allows for a variety of residential and non-residential uses. The applicant is specifically requesting townhomes usage on the subject parcel.

2040 Comprehensive Plan Analysis

The 2040 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: A) Table 2.4 a matrix that depicts land uses by character area, B) specific visions for each of the thirteen-character areas, C) the overarching policy goals for the city and D) Land use definitions. The subject parcel falls within Character Area 5, Hopewell Woods.

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:

- Low Density Residential
- Medium Density Residential
- Planned residential community (mixed housing types allowed)
- Skilled Nursing Facilities (no rehab)
- Neighborhood level commercial, studio or office (<5,000 sf)
- Mixed-use (vertical)
- Places of assembly
- Transportation, Communication, Utilities
- Parks and Recreation

B. Character Area Vision

- Residential areas have a traditional neighborhood design
- A mix of housing types accommodate varied incomes and life stages (young singles, families, empty-nesters, etc.)
- High-end infill development provides housing options for working professionals
- Townhomes and other medium-density housing types create a transition from single-family neighborhoods

C. Policy Goals

- Policy 1-3: Support opportunities for infill development that reflects the neighborhood character.
- Policy 1-4: Encourage mixed-use development and pedestrian-oriented design standards.
- Policy 1-5: Encourage greenspace in all new development.
- Policy 1-8: Add value to our community through landscaping, lighting, signage, underground utilities, and building design.

- Policy 1-11: Preserve and complement the traditional historic, architectural and landscape character of the Downtown core and surrounding neighborhoods, while guiding reasonable growth.
- Policy 2-3: Promote walkable, bicycle friendly, safe neighborhoods.
- Policy 3-5: Encourage parking to be located behind and to the side of buildings.
- Policy 3-7: Create pedestrian-friendly streetscapes through public investment, zoning regulations and design guidelines.
- Policy 4-4: Accommodate new development while enhancing existing local assets.
- Policy 5-4: Encourage residential development downtown to activate and diversify the area.

D. Land Use Definition

Medium Density Residential - land occupied by residential uses and customary accessory uses at a density up to and including 8 dwelling units per acre.

Standards Governing the Exercise of Zoning Power

According to Section 103-11, the criteria by which a zoning 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?

The request is for a five-unit single-family attached townhome development under the City's Planned Residence District (PRD) concept. The subject parcel is a remnant parcel that was not included in the initial 2004 Seven Norcross development. The requested development standards are appropriate to the Hopewell Woods character area according to the 2040 Comprehensive Plan and compatible with the area of influence along Thrasher Street.

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

The applicant is requesting development standards for the existing Planned Residence District (PRD) for a single-family attached townhome concept similarly found within the area of influence. The area most likely will be built out within the next 2 to 4 years, depending on the strength of the economy. If approved, this will complement the existing residential developments.

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

The subject site is currently occupied by a detached single family residential dwelling that is in a structurally declining state. Based on the city building official's report, it is likely that rehabilitation costs will exceed the value of the current dwelling. Also, there are no adopt zoning standards on the site to guide any redevelopment activity, such as a new single-family residential dwelling.

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?

If the proposed development was at full vehicle capacity of 25 vehicles per day, it would not cause excessive or burdensome use of the existing streets, transportation facilities, utilities or schools beyond their current design capacities.

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

The subject site is located in the Hopewell Woods character area, which is intended to be a medium density, a maximum of 8 units per acre, residentially oriented component of the City's housing stock.

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?

Aside from the declining condition of the existing historic housing unit, there are no other known conditions affecting the use of the property. Based on the character of development in the area of influence it appears that the applicant's proposed residential development will be the final component of development in the Seven Norcross area.

Conclusion

The submitted application specifically meets the comprehensive plan expectations as noted by the italicized goals in Sections A & B; it meets all of the presented policy goals in Section C and it meets the land use definition of 8 units per acre on the .64 acre lot with the proposed 5 dwelling units. It also conforms with the adopted zoning criteria.

Recommendation

Staff recommends approval of the zoning component of COA2020-0001 and REZ2020-0001, the adoption of zoning standards under the existing Planned Residence District (PRD) for the property located at 370 Thrasher Street, tax parcel 6243 093, with the following conditions:

- 1) The PRD zoning designation shall be restricted to only townhome primary uses and allowable home occupations as accessory uses;
- 2) In conformance with the adopted 2040 Comprehensive Plan, the development is limited to a maximum of 5 townhome dwelling units; or 1 unit per .128 acres.
- 3) To accommodate potential building orientation concerns the setbacks and building height for the parcel shall be:

Yard	Front, minimum	Front, maximum	Side, south	Side, north	Rear
Distance	10ft	15ft	0ft	0ft	0ft
Maximum height: 35ft defined in Article II, Section 102					

- 4) The applicant shall replace the existing Thrasher sidewalk with a new 4ft wide sidewalk and dedicate another 4ft for future expansion of the sidewalk.
- 5) The applicant shall install a new sidewalk, preferable 5ft in width, that connects to the existing sidewalk network at Thrasher Street and wraps three sides of the building.
- 6) It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may require modifications to the site for oversized vehicles such as fire and garbage trucks.
- 7) No allowable encroachments as defined under Section 206-8.B and no administrative variances as defined under 104-7.A shall be allowed;
- 8) The development shall comply with Norcross UDO Sections 203-89 parking minimums for townhomes and multifamily dwelling developments;
- 9) The development shall comply with the Architectural Review Board's conditions of approval;
- 10) The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report.
- 11) All common areas, including but not limited to streets and storm water systems, shall be maintained by a mandatory homeowner association;
- 12) The location of any and all crosswalks and traffic calming measures within the development are subject to the approval of the City Engineer;
- 13) Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professional.
- 14) All utilities shall be buried.
- 15) The parking area in front of the garages shall be minimum of 17.5ft in depth.

EXHIBIT A

CITY OF NORCROSS HISTORIC DISTRICT DEMOLITION PERMIT APPLICATION

INITIATION INFORMATION

Permit No.: _____ Permit Issue Date: _____ Zoning PRD Development No.: _____
 COA No.: 20-0001 Power Co.: City Water & Sewer Services County
 Application submission date: 1/2/20 Proposed demolition date (mm/dd/yyyy): _____

CURRENT PROPERTY OWNER INFORMATION

Property Owner Name: David J. Kelly
 Property Owner Address: 370 Thrasher Street
 Phone: 4/384-3126 Fax: _____ Email: 2DavidKelly@gmail.com
 Cell phone: 7

APPLICANT INFORMATION

Applicant (Company) Name: Derrick Cheek
 Applicant Contact Name: _____
 Applicant Address: 6133 Forest Hills Pl. Norcross GA 30092
 Phone: 7-616-6329 Fax: _____ Email: rickcheek@comcast.net
 Cell phone: _____

DEMOLITION CONTRACTOR INFORMATION

General Contractor (Company) Name: Site Development Group
 Contact Name: Rick Cheek
 Address: 6133 Forest Hills Place
 Phone: 7-616-6329 Fax: _____ Email: rickcheek@comcast.net
 Cell phone: _____

BUILDING INFORMATION

Property Address: 370 Thrasher St.
 Tax Parcel Number (s): 30171-148 Common name of property: _____
 Nearest Cross Street or Intersection: Autry Street
 This structure was built in (year): Late 1880's
 This structure is characteristic of what architectural style: _____
 Property Setbacks Lines: Left: 20' Right: 40' Front: 35' Back: 30' Lot Width: 115' Lot Depth: 215'
 Building Width: 44' Building Depth: 45' Building Height: 24' No. of Stories: 1 No. of Rooms: 6
 Is the sq. ft. in excess of 500 sq. ft.? Yes ☒ No _____. If yes, what is the total enclosed square footage: 1350
 Is this structure's occupancy RESIDENTIAL ☒ or COMMERCIAL _____?

ARCHITECTURAL INFORMATION

Would you like to request an inspection by the City of Norcross Building Official to confirm if this building, structure or part thereof is deemed an immediate threat to public health or safety, per section 103-191 (c) (8)? Yes ____ No ☒.

Provide a brief description of the materials, configuration and use of the existing structure. If additional space is required, use a separate sheet of paper and label it attachment "A": All wood frame and construction

Provide a brief explanation of why the historic demolition is requested. If additional space is required, use a separate sheet of paper and label it attachment "B": House is run down and beyond repair.

Provide a brief description of the proposed reuse, reconstruction or replacement of the existing building. If additional space is required, use a separate sheet of paper and label it attachment "C" (This can be supplemented by the Architectural Review Board application): 5 unit 3 story townhomes

ABUTTING PROPERTY INFORMATION

Provide the names and addresses of all property owners abutting the property on which the historic demolition is requested. If additional space is required, use a separate sheet of paper and label it attachment "E":

- 1) Abutting Property Owner Name: _____
 Property Owner Address: _____
 Phone: _____ Fax: _____ Email: _____

- 2) Abutting Property Owner Name: _____
 Property Owner Address: _____
 Phone: _____ Fax: _____ Email: _____
- 3) Abutting Property Owner Name: _____
 Property Owner Address: _____
 Phone: _____ Fax: _____ Email: _____
- 4) Abutting Property Owner Name: _____
 Property Owner Address: _____
 Phone: _____ Fax: _____ Email: _____
- 5) Abutting Property Owner Name: _____
 Property Owner Address: _____
 Phone: _____ Fax: _____ Email: _____

OFFICIAL USE ONLY

THE FOLLOWING NOTIFICATIONS MUST OCCUR WITHIN 7 DAYS OF SUBMISSION

U.S. Mail certified return receipt mailing date: _____ on site public notification date: _____

Official legal organ publication date: _____

THE ARCHITECTURAL REVIEW BOARD MUST PRECEDE THE MAYOR AND COUNCIL MEETING. THE MAYOR AND COUNCIL MUST HEAR THIS APPLICATION WITHIN 90 DAYS OF SUBMISSION.

Architectural Review Board meeting date: _____ Mayor and Council hearing date: _____

THE FOLLOWING FEES MUST BE PAID PRIOR TO ISSUANCE OF THE DEMOLITION PERMIT.

Cash bond in the amount of \$1000.00 submitted? Yes _____ No _____ Cash bond receipt No.: _____

THE FOLLOWING FEES ARE TO BE DETERMINED BY THE MAYOR AND COUNCIL. ONCE DETERMINED, ALL FEES MUST BE PAID PRIOR TO ISSUANCE OF THE DEMOLITION PERMIT.

Permit Fee: \$ _____ CC Fee: \$ _____ ARB Fee: \$500 _____ Public Hearing Fee: _____

Section 103-191 (e) (8) inspection fee: _____ Receipt No. _____

SIGNATURE PAGE**Please read and initial**

DL Application is hereby made according to the laws and ordinances of the City of Norcross for a permit to demolish a building, structure or part thereof located within the National Historic District as described herein or shown on accompanying plan and specification, to be located as shown on accompanying plat plan and if same is granted, agree to conform to all laws and ordinances regulating same. Demolition will be started no later than six months from date of permit issue. Personally appeared the above named applicant, who under oath says that he/she is the applicant for the foregoing, and that all the above statements are true to the best of his/her knowledge.

Derrick Cheek

Applicant's Name (please print clearly)

Derrick Cheek

Applicant's Signature and Current Date

Before me, the undersigned notary public, this day, personally, appeared Derrick Cheek to me known, who being duly sworn according to law, deposes the following:

Subscribed and sworn to before me this 2 day of January, 2020.

Jessica L. Mueller
Notary Public

Derrick DAVID K. Kelly

Current Property Owner's Name (please print clearly)

David Kelly
Derrick Cheek

Current Property Owner's Signature and Current Date

Before me, the undersigned notary public, this day, personally, Appeared David Kelly to me known, who being duly sworn according to law, deposes the following:

Subscribed and sworn to before me this 2 day of January, 2020.

Jessica L. Mueller
Notary Public

This Document ☒ was / ☐ was not signed in the presence of

Jessica L. Mueller

City of Norcross Personnel

1/2/20

Date

6058 Clay St Ehrlich Seth Ehrlich Teresa
 6048 Clay St ~~Rondak~~ Rondak Russell/Rondak Jamel
 6038 Clay St Reece Russell Reece Frances
 6028 Clay St Bradley Steven
 6056 Ganesst - United Family Homes LLC 8740 Colonial Pl Johns Creek 30097
 6076 Ganesst United Family Homes LLC see above
 6096 Ganesst - United Family Homes LLC see above
 5894 Redune - United Family Homes LLC see above

What is the status of the parcel between 5865 Redune & 370 Thrasher?

420 S. Peachtree Magic Moments Holding LLC 2825 Pacific Dr Ste C
 Norcross, GA 30071

O. S. Peachtree Hobbs, Margaret Joe et al
 3913 Paces Ferry Dr SE
 Atlanta, GA 30339



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

PROPERTY OWNER'S INFORMATION

Owner's Name: David J. Kelly
 Owner's Address: 370 Thrasher
 Suite: _____ City: Norcross State: GA Zip Code: 30071
 Phone: _____ Cell Phone: _____ Email: _____

APPLICANT'S CONTACT INFORMATION

Owner's Name: Derrick Cheek
 Owner's Address: 6133 Forest Hills PL.
 Suite: _____ City: Peachtree Corners State: GA Zip Code: 30092
 Phone: _____ Cell Phone: 7-616-6329 Email: derrickcheek@comcast.net

PROPERTY LOCATION

Tax Parcel Number(s): 30171-148 Size in Acres: .58
 Address(es): 370 Thrasher street
 Number of existing structures: 1

DESCRIPTION OF PROJECT

Project Type ☒ Residential ☐ Commercial ☐ Industrial ☐ Other project.

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

5 unit Townhomes

STATEMENT

Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months? Yes ☐ No ☒

If yes, please list the board and reference number: _____

REQUIRED ATTACHMENTS

☒ Landscape Plan (copies: 1 full size) ☐ An electronic version (pdf) ☒ Vicinity Map ☒ Legal description
☐ Material and Color Samples (x2) ☐ Architectural elevations (1 full size) ☐ Floor plans for each level (1 full size)
☐ Scaled site plan showing existing and proposed improvements. (1 full size) ☐ Completed Application

OWNER'S SIGNATURE

See attached affidavit

Signature

Date

CITY USE ONLY. DO NOT WRITE IN THIS BOX.

Date received: _____ Receipt Number: _____ Application Number: _____ Fee Paid \$ _____

DEADLINE AND HEARING SCHEDULE

The process for obtaining a COA from the ARB are as follows: 1) applications submitted on the 3rd Tuesday of each month 2) will be heard before the Architectural Review Board on the 3rd Tuesday of the following month.

1: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

2: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

(THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL MEETINGS REGARDING THE APPLICATION)



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

Foundation Type: (Circle One)		
☒ Slab	☐ Crawl Space	☐ Basement
Building Dimensions:		
Width: 54'	Length: 119'	Height:* 34'
Area Dimensions:		
First Floor: 4450	Second Floor: 4125	Third Floor: 4050
Basement**:	Front Porch: 125	Rear Porch: 2685
Patio: 640	Garage: 2135	
Primary Roof System: (Circle One)		
☒ Gable	☒ Hip	☐ Gambrel
☐ Mansard	☐ Jerkinhead	☐ Flat
☐ Saltbox	☐ Shed	☐ Other:
Roof Pitches:		
Primary Roof Pitch: 8/1		
Secondary Roof Pitch: 12/1		
Additional Roof Pitch: 6/1		
Floor and Elevation Plan information to be included on each page:		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site and Landscape Plan information to be included on each page:		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		

DEADLINE AND HEARING SCHEDULE

The process for obtaining a COA from the ARB are as follows: 1) applications submitted on the 3rd Tuesday of each month 2) will be heard before the Architectural Review Board on the 3rd Tuesday of the following month.

1: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

2: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

(THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL MEETINGS REGARDING THE APPLICATION)



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM

Façade and sides

Component	Color (Include manufacturer's ID)	Material
Primary Façade: First Floor	6" / 8" Hardi	SW7008
Primary Façade: Second Floor	Hardi	SW7008
Primary Façade: Third Floor	Hardi Board Batten	SW7008
Left Side: First Floor	Board Batten Brick	SW7008
Left Side: Second Floor	Board Batten	SW7008
Left Side: Third Floor	Board Batten	SW7008
Left Side: Basement	Brick	SW7008
Right Side: First Floor	Board Batten	SW7008
Right Side: Second Floor	Board Batten	SW7008
Right Side: Third Floor	Board Batten	SW7008
Right Side: Basement	Brick	SW7008
Rear: First Floor	Brick	SW7008
Rear: Second Floor	Board Batten	SW7008
Rear: Third Floor	Board Batten	SW7008
Rear: Basement	Brick	SW7008

DEADLINE AND HEARING SCHEDULE

The process for obtaining a COA from the ARB are as follows: 1) applications submitted on the 3rd Tuesday of each month 2) will be heard before the Architectural Review Board on the 3rd Tuesday of the following month.

- # 1: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.
 # 2: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.
 (THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL MEETINGS REGARDING THE APPLICATION)



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

COLOR AND MATERIAL PLACEMENT ADDENDUM

Exterior Components

Component	Color (Include manufacturer's ID)	Material
Masonry	Painted Alabaster	SW7008
Garage Doors	Carriage Style	SW7002 Black Fox
Trim	6" and 10" Hardi	SW7008
Mortar	Standard Type N	Buff AS
Gutters	6" Metal	SW7008
Corner Board	6" Hardi	SW7008
Railings	Metal	Black Fox SW7020
Windows	Wood	SW7002 Black Fox
Window Sills	Wood	SW7002
Window Muntin/Mullion	Wood	SW7002
Columns		
Other Architectural Features	Cedar Decks / Handrails	
Other Architectural Features	Roofing Arch Shingles	Weath Wood

DEADLINE AND HEARING SCHEDULE

The process for obtaining a COA from the ARB are as follows: 1) applications submitted on the 3rd Tuesday of each month 2) will be heard before the Architectural Review Board on the 3rd Tuesday of the following month.

1: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

2: Submit on Tuesday, _____, and be heard before the ARB on Tuesday, _____.

(THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL MEETINGS REGARDING THE APPLICATION)



Ownership Affidavit & Designation of Agent

I. Ownership.

I, DAVID R. Kelly, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) 30171-148

Location address: 370 Thrasher ST.
NORCROSS, GA 30071

for which this Application is submitted.

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

PATRICIA H. Kelly

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: - NA -

Name/Address of Registered Agent: - NA -

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: Derrick Check

Address: 6133 Forest Hills PL. Norcross GA 30092

Contact Person: Rick Check

Telephone No.: 7-616-6329

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.)

- NA -

IV. Acknowledgement.

• Individual

David J Kelly
Signature

Print Name: David J. Kelly
Address: 370 Thrasher St
Norcross, GA 30071
Phone #: 404-384-3121

• 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 Gwinnett

• Individual

Before me, this 2 day of 2020, 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/ (State) 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.

NOTARY STAMP:

Signature of Notary

Jessica L. Mueller
Print Notary Name

My commission expires: March 6, 2020

Identification Method: ☐ Personally known.
☒ Produced R.D. - Type: D. License



REZONING APPLICATION

PROPERTY OWNER'S INFORMATION

Owner's Name:

DAVID J. Kelly

Owner's Address:

370 Thrasher St.

City:

Norcross

State:

GA

Zip Code:

30071

Phone:

Cell Phone:

772-0287

Email:

2DavidKelly@Gmail.com

APPLICANT'S CONTACT INFORMATION

Applicant's Name:

Derrick Cheek

Applicant's Address:

6133 Forest Hills Pl.

Suite:

City:

Norcross

State:

GA

Zip Code:

30092

Phone:

Cell Phone:

7-616-6329

Email:

derrickcheek@comcast.net

PROPERTY LOCATION

Tax Parcel Number(s):

30171-148

Size in acres:

.58

Address(es):

370 Thrasher Street

Number of existing structures:

1

Number of parking spaces:

2

PROPOSED USE

Current Zoning:

PRD

Requested Zoning:

confirm concept

Date of Pre-Application Mtg:

1-2-20

Is the request in conformity with the Current Land Use Plan?

☒ Yes

☐ No

Comp Plan Designation:

If No, Comp Plan Amendment is required

Is this site located in the National/Local Historic District?

☒ Yes

☐ No

If yes, what are the plans for the historic resources, if any, onsite

Demo

Primary Contact = David Kelly

Proposed Use Details:

Single townhome development

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, market study and other studies of the impact of the proposed development prepared by a duly licensed engineer or qualified professional 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.

- 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 department which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.

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.

Derrick Chubb

12-30-19

Signature of Applicant

Date

CITY USE ONLY. DO NOT WRITE BELOW

Date received: 1/2/20 Application Number: Rez2020-01 Fee Paid: \$1500

Notes: _____

DEADLINE AND HEARING SCHEDULE

The rezoning steps are as follows: 1) applications submitted on the 1st Wednesday of each month, 2) will be heard before the Planning and Zoning Board on the 1st Wednesday of the following month and 3) will be heard before the Mayor and Council on the 1st Monday of the subsequent month.

(THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL HEARINGS REGARDING THE APPLICATION)

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 Rezoning

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;
- 2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
- 3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
- 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;
- 5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan; and
- 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.

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.

Derrick Check 12-30-19

SIGNATURE OF APPLICANT DATE

Derrick Check

TYPE OR PRINT NAME AND TITLE

SIGNATURE OF APPLICANT'S DATE
ATTORNEY OR REPRESENTATIVE

TYPE OR PRINT NAME AND TITLE

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)

Derrick Check

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 contributions.

DATE RECEIVED: _____ CASE#: _____ ACCEPTED BY: _____

EXHIBIT B

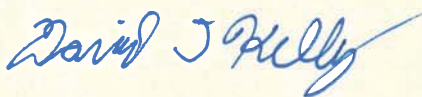
January 3, 2020

Ms. Tracy D. Rye, AICP
Director, Community Development
City of Norcross
65 Lawrenceville Street
Norcross, GA 30071

Dear Tracy,

Please let this letter serve as *property owner authorization* for the proposed work at 370 Thrasher Street, 30071 brought forth by Mr. Rick Cheek. Mr. Cheek and I have a binding Agreement for the Purchase and Sale of my property. I fully support his proposed development and we both look forward to moving swiftly through City approvals.

Sincerely,



David J. Kelly
POA for Patricia Kelly

LEESHIRE, INC.
P.O. Box 1213
MADISON, GA 30650
GA LICENSE # RLCO 000178
GENERAL CONTRACTORS
404-787-1053 Phone

01-04-20

Mr. Rick Cheek
370 Thrasher Street
Norcross, Ga 30071

Scope of work performed:

Inspection of house located on premises.
Evaluation of options for moving or disposal.

Upon examination, it is our opinion that the house is not a good candidate for relocation based upon the structural members not being in an undamaged condition. Many of the rafters, floor joists and load bearing beams are insufficient because of water damage and or insect infiltration. Lead based paint and asbestos containing material are also present. The value after remediating these items plus the cost to move would far outweigh the value of the relocated product. Our suggestion is to dismantle the house and re use any undamaged members of the structure in the new project or to distribute to projects in need of like materials. If you need any further assistance please call.

Andy Couch
President

January 13, 2020

The dwelling at 370 Thrasher Street, Norcross, Georgia was inspected on January 10, 2020 to determine its present general condition and potential future use. The structure is a one story wood framed dwelling with wood siding and a metal roof reported to have originally been constructed in 1874 or 1880. Numerous additions and alterations have been made since then.

The dwelling was occupied and in use. The floors were wood tongue and groove floors in fair condition. The overall framing appeared to be in poor to fair condition. The walls and ceilings were of mainly plaster and lathe and in fair to good condition. There appeared to be no insulation in the walls and the windows were old single paned double hung windows. The electrical panel and wiring was operating and appeared to be in fair condition. There was water to the dwelling with a functional water heater, kitchen sink and bathroom. The central heating and air conditioning system was not operating. Heat was supplied by electric space heaters and cooling by window units.

Due to the age and condition of the structure, major improvements appear to be needed to bring the dwelling to current code. Due to its age and construction techniques at the time of construction, the successful moving of the structure would not be likely.

If you have questions regarding this notice, you can contact me at 678-421-2027.

Sincerely,



Craig Lokey

Certified Building Official



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

February 24, 2020

The dwelling at 370 Thrasher Street, Norcross, Georgia was inspected on February 24, 2020 to assess the feasibility of renovations. The dwelling is estimated to have been constructed between 1874 and 1880. Numerous additions and improvements have been made over the years; however no comprehensive renovations have been made and the dwelling is functionally obsolete.

Renovations to the structure are possible but due to the way the structure is constructed, alterations to the floor plan are limited. The dwelling has a small living room, three bedrooms, a separate kitchen and two small bathrooms, all which need major renovation.

In my opinion, the cost to bring the house to a marketable condition would exceed its marketable value.

If you have questions regarding this notice, you can contact me at 678-421-2027.

Sincerely,

Craig Lokey

Certified Building Official

EXHIBIT C

Georgia Historic Resources
Historic Preservation Division,
Georgia Department of Natural Resources.

Resource ID	207062																								
County	Gwinnett																								
Item 1. Resource Name																									
Item 3. Resource Address/Location	370 Thrasher Street Norcross 30071																								
Item 4. Owner's Name and Address																									
Item 5. Classification	Building																								
Item 7. Current Use	Domestic/residential-Single dwelling																								
Item 7. Original Use	Domestic/residential-Single dwelling																								
Item 8. Date of Construction (or estimate)	1904																								
Item 9. Major Changes	<table border="1"> <thead> <tr> <th>Altered:</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>Piers and chimney</td> <td></td> </tr> <tr> <th>Additions:</th> <th>Description</th> <th>Date</th> </tr> <tr> <td></td> <td>Rear addition</td> <td></td> </tr> <tr> <th>Moved:</th> <th>Description</th> <th>Date</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th>Destroyed:</th> <th>Description:</th> <th>Date:</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Altered:	Description	Date		Piers and chimney		Additions:	Description	Date		Rear addition		Moved:	Description	Date				Destroyed:	Description:	Date:			
Altered:	Description	Date																							
	Piers and chimney																								
Additions:	Description	Date																							
	Rear addition																								
Moved:	Description	Date																							
Destroyed:	Description:	Date:																							
Item 10. Architect/engineer/designer	Unknown																								
Item 11. Contractor/builder/craftsman	Unknown																								
Item 12. Style	No academic style																								
Item 13. Building Type	House types-Gabled wing cottage																								
Item 14. Original Floor Plan	Three or more rooms [One room]																								
Item 15. Plan Shape	L-shaped																								
Item 16. Number Of Stories	One																								
Item 17. Facade Symmetry	Asymmetric																								
Item 17. Front Door(s)	One door																								
Item 18. Roof Type	Gable-Multi-gable																								
Item 18. Roof Material	Metal-Pressed sheet																								

Item 19. Chimney placement and Material	Gable-end, exterior [Brick]										
Item 20. Type Of Construction	Balloon frame/platform frame										
Item 21. Exterior material(s)	Wood-Weatherboard/clapboard/beveled siding										
Item 22. Foundation material (s)	Concrete										
Item 23. Porches	Verandah [Front] [1 story] [Partial] [Wood] [Shed/pent]										
Item 24. Windows	Double-hung sash [Flat-headed] [6/6] [Rectangular] Double-hung sash [Flat-headed] [See additional physical description] [Rectangular]										
Item 25. Additional physical description	The foundation is concrete block piers. The windows are 2/4 double hung in the front and 8/8 double hung in the rear addition. The building may have been moved to this location. The piers and chimney do not match age of building. A transom and side lights are associated with the front door. The doors are original. The front porch has square support columns. There are rectangular attic vents. The rear addition is historic. There are decorative window surrounds. There are basement windows on right side of building.										
Item 26. Pictures	Resource 260-a.jpg (99k) Resource 260-b.jpg (97k) Resource 260-c.jpg (91k) Resource 260-d.jpg (109k) Resource 260-e.jpg (95k) Resource 260-f.jpg (97k)										
Item 27. Description of outbuildings (if any)	Implement shed [Small shed located on rear of property in bamboo forest.]										
Item 29. Description of Landscape Features	Yard setting-Informal/picturesque Paver stones lead to the front porch. The lawn is manicured. There is a large oak tree in front of house. Flowering dogwood trees are on either side of the house. Bamboo forest located on rear of property to separate this house from new development behind house. Small shrubs line curb.										
Item 30. Count	<table> <tr> <td>Number of Buildings:</td><td>1</td></tr> <tr> <td>Number of Structures:</td><td>0</td></tr> <tr> <td>Number of Outbuildings:</td><td>1</td></tr> <tr> <td>Number of Sites:</td><td>0</td></tr> <tr> <td>Number of Landscape features:</td><td>0</td></tr> </table>	Number of Buildings:	1	Number of Structures:	0	Number of Outbuildings:	1	Number of Sites:	0	Number of Landscape features:	0
Number of Buildings:	1										
Number of Structures:	0										
Number of Outbuildings:	1										
Number of Sites:	0										
Number of Landscape features:	0										
Item 31. Description of the environment	Town-Residential [Mixed old and new]										
Item 32. Archeological Potential											
Item 33. History											
Item 34. Historical theme(s)	Architecture										

**Item 34. Distinctive aspects of
GA's history**

Architecture-Architectural style-Common

Item 35. Significance

Architecture-Architectural type-Common

Architecture-Architectural technique-Common

**Item 36. Sources of
Information****Item 37. Prepared By**

Nancy E-K McReynolds
Terracon
2855 Premiere Parkway
Suite C
Duluth GA 30097

Item 38. Date Of SurveySurvey Resurvey

2007

**Item 39. Government
preservation activity****Item 40. National Register
Eligibility**

Appears to meet Nat. Reg. criteria

**Item 41. USGS quadrangle
name**

Norcross

**Item 41. UTM Reference and
XY Coordinates**

Zone	Easting	Northing
16	757321	3758601
X Coordinate	Y Coordinate	
-84.216060896127	33.938196989062	

Item 42. Tax map number6243
093**Item 43. Recognition and Date**

Recognition	Date
National Register [District]	1980

Item 43. State Agency**Item 43. Condition**

Condition	Due To	Threatened By
Excellent		

- **TIP:** To print this report select Print from the browser 'File' menu.
- These results are based on survey data in the database at the time of the search. Not all areas of the state have been surveyed, and not all surveyed areas have been surveyed to current standards. Unsurveyed resources meeting the parameters of your search/query may exist in surveyed and unsurveyed areas.
- This is a product of Georgia's Natural, Archaeological, and Historic Resources GIS developed by The Carl Vinson Institute of Government, ITOS Division at The University of Georgia. The University of Georgia expressly disclaims responsibility for damages or liability that may arise from the use of this report.



Photo 1: 207062



Photo 2: 207062



Photo 3: 207062



Photo 4: 207062

Norcross Survey - Terracon Project No. 49075602

Date Photos Taken: March 2007



Photo 5: 207062



Photo 6: 207062

EXHIBIT D

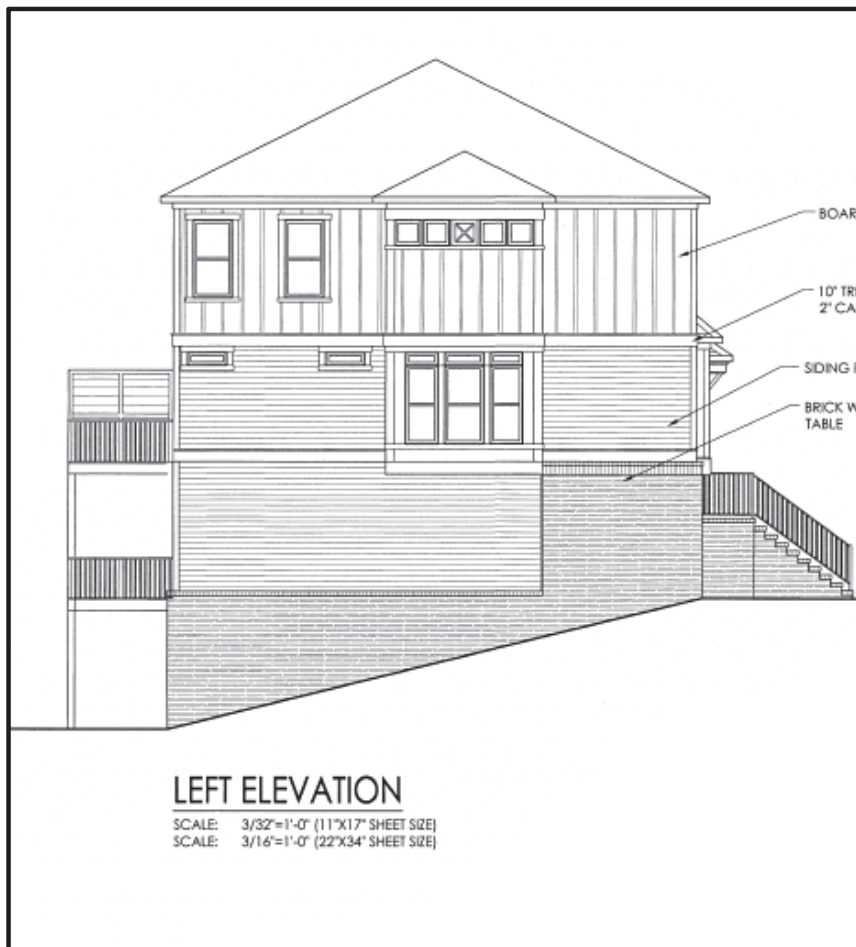
Original proposed
façade



Revised façade dated
2/25/2020



Attachment: COA2020-0001 REZ2020-0001 staff report (20-5646 : COA2020-0001/REZ2020-0001 370



Original front elevation facing Thrasher

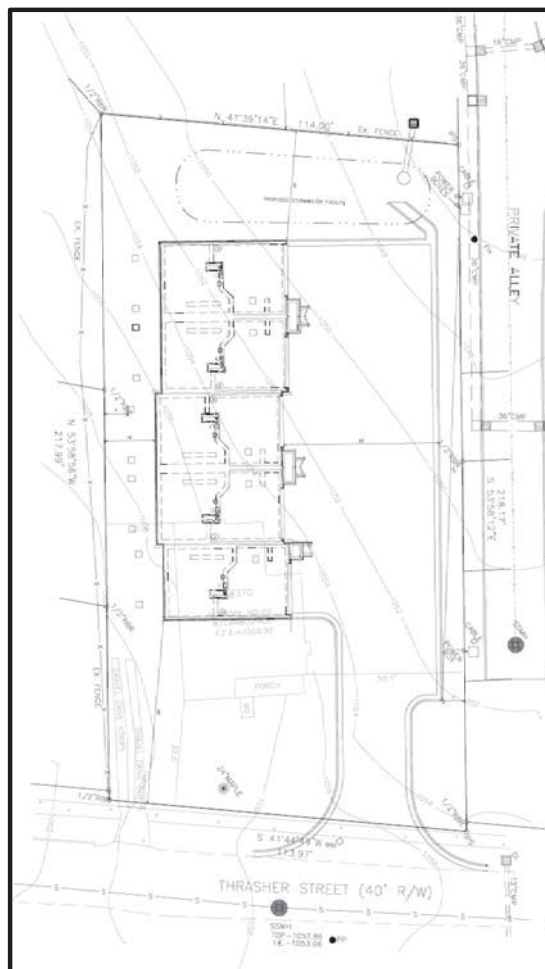


Front elevation facing Thrasher Street
 dated 2/25/2020

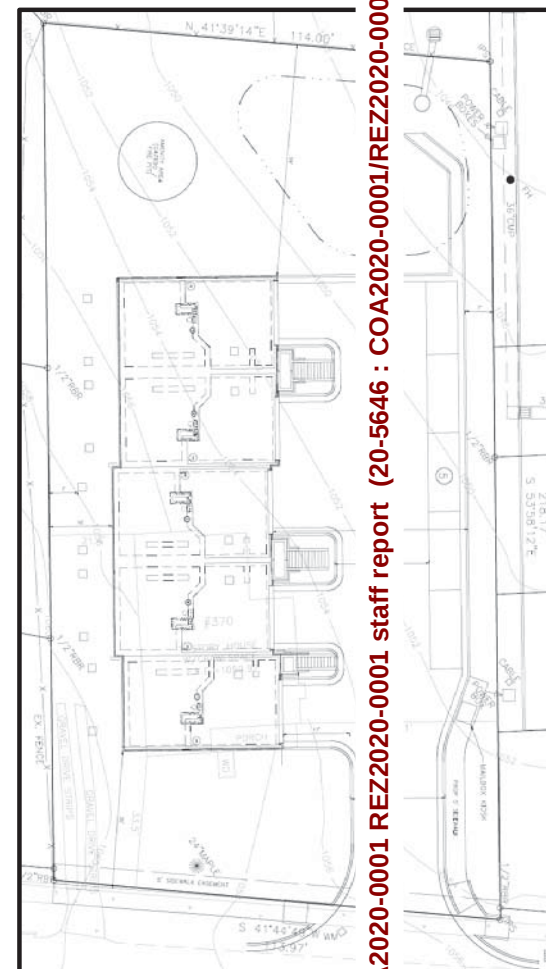
Attachment: COA2020-0001 REZ2020-0001 staff report (20-5646 : COA2020-0001/REZ2020-0001 370



Proposed
mailbox kiosk



Original site plan



Revised site plan dated
2/24/202

Attachment: COA2020-0001 REZ2020-0001 staff report (20-5646 : COA2020-0001/REZ2020-0001 370



② SIDE ELEVATION
SCALE: N.T.S.



① EXTERIOR ELEVATION
SCALE: N.T.S.



Y STUDIO, LLC
1845 LINDSEY DRIVE
NORCROSS, GA 30071
TEL: 770.245.0000
FAX: 770.245.0000
EMAIL: INFO@YSTUDIO.COM

EXTERIOR ELEVATION COLOR STUDY
FOR
CARPENTER DRIVE TOWNHOMES

SEAL:

FOR:

CARPENTER DRIVE
NORCROSS, GA
RELEASES / DATE

▶
▶
▶
▶
▶

NOT FOR CONSTRUCTION
RELEASED FOR CONSTRUCTION

DRAWN BY:
CHECKED BY:

SHEET TITLE:

EXTERIOR EL

DATE: 03.24.2020 PROJECT: Y2020

SHEET NUMBER

A-5

Attachment: COA2020-0001 REZ2020-0001 staff report (20-5646 : COA2020-0001/REZ2020-0001 370

141-C1 141

SW 6120
Believable Buff

133-C1 133

SW 6673
Banana Cream

207-C1 207

SW 6148
Wool Skein

209-C1 209

SW 9119
Dirty Martini

207-C4

SW 9117
Urban Jungle

312

SW 2826
Colonial Revival Green Stone
Classical/Colonial

208-C1 208

SW 6134
Netsuke

208-C5

SW 6137
BurlapFOR THE PERFECT
FINISHING TOUCH**TIMBERTEX**
Premium Ridge Cap Shingles

Color Shown: Weathered Wood

NOTE: This product is not available
in all areas. See www.gaf.com
for regional availability for details.



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

City of Norcross

Legislation Details (With Details)

File #:	20-5645	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	4/6/2020 6:30 PM	In Control:	Planning and Zoning
Title:	UDO Updates for Compliance with Georgia EPD and National Flood Insurance Program		

Sponsors:

Code Sections:

Attachments:

1. [Memo Flood language Adoption March 2020](#)
2. [Proposed Text Change to Ordinance 03-2020](#)

Title

UDO Updates for Compliance with Georgia EPD and National Flood Insurance Program

Drafter

Tracy Rye

Motion

A motion to Approve/Deny an amendment to various sections of the Norcross Unified Development Ordinance to provide for compliance with Georgia Environmental Protection Division and National Flood Insurance Program requirements, 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.



Community Development and Planning

TO: Planning and Zoning Board
Mayor and Council

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

DATE: March 4, 2020

SUBJECT: Recommended changes to Norcross Unified Development Ordinance

CC: Rudolph Smith, City Manager

Background:

The City Engineer recently had meetings with the Federal Emergency Management Agency (FEMA) and they, along with the Georgia Environmental Protection Department (EPD) have recommended all local governments update their flood plain management definitions or ordinance language to the attached. In keeping with their proposal, the City Engineer proposes the attached amendments to the Norcross UDO.

Staff Recommendation:

The Community Development and Planning Department recommends approval of the changes as presented in the attached.

Ordinance XX-2020

An Amendment to the City Code or Ordinances

Chapter and Purpose: Appendix, Norcross Unified Development Ordinance, Various sections as noted.

Enacting Clause; The Mayor and City Council of the City of Norcross, Georgia hereby ordains that the adopted Code of Ordinance 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 all following provisions shall become and be made part of the Code of the City of Norcross.

- I. Amendment to edit the language as noted below, to delete those items shown as strikethrough and to add those items shown as underlined to provide for compliance with Georgia Environmental Protection Division and National Flood Insurance Program requirements:

Sec 102-2

The following words, terms and phrases, when used in this UDO, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Note that for flood-plain management, specific definitions exist in Sect 404 which only relate to items applicable to that section.

Adjacent to the Future Conditions Floodplain means those areas that are at or lower in elevation than either three (3) feet above the base flood elevation or one (1) foot above the future-conditions flood elevation, whichever is higher, unless the area is hydraulically independent (meaning absolutely no connection to the flooding source such as through pipes, sewer laterals, down drains, foundation drains, ground seepage, overland flow, gated or valved pipes, excavated and backfilled trenches, etc. with no fill or other manmade barriers creating the separation.

Violation means the failure of a structure or other development to be fully compliant with rules and regulations of this UDO. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

Sec 202-2

FF: Car Washes

All newly constructed conveyor car washes shall install a recycled water system which captures and reuses water used in the wash or rinse cycles. A minimum of 50 percent of the water utilized shall be recycled. Car wash facilities, including hand car washes, shall utilize floor drains connected to the sanitary sewer system for collection and proper disposal of all wastewater.

Sec. 404-1.1 Definitions Specific to Floodplain Management

The following words, terms and phrases, when used in the context of floodplain management, shall have the meanings ascribed to them in this section:

Basement, for purposes of Article IV. Floodplain Management only, means any area of the building having its floor subgrade (below ground level) on all sides.

Building, for purposes of Article IV. Floodplain Management only, see definition for “Structure” in this section.

Elevated building means a non-basement building built to have the lowest floor of the lowest enclosed area elevated above the ground level by means of solid foundation perimeter walls, pilings, columns, piers, or shear walls adequately anchored so as not to impair the structural integrity of the building during a base flood event.

Existing construction, for purposes of Article IV. Floodplain Management only, means any structure for which the “Start of construction” commenced before October 24, 1974.

Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before October 24, 1974.

Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Structure, for purposes of Article IV. Floodplain Management only, means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

Sec. 404-4. Applicability

This chapter shall be applicable to all areas of special flood hazard and all areas adjacent to the future-conditions floodplain with the city.

Sec. 404-9. Permit application requirements.

- A. No owner or developer shall perform any development activities on a site where an area of special flood hazard or an area adjacent to the future-conditions floodplain is located without first meeting the requirements of this chapter prior to commencing the proposed activity.

Sec. 404-10. Floodplain management plan requirements.

- A. An application for a development project with any area of special flood hazard or an area adjacent to the future-conditions floodplain located on the site will be required to include a floodplain management/flood damage prevention plan. This plan shall include the following items:
 - 2. Building and foundation design detail, including but not limited to:
 - c. Certification that any proposed nonresidential floodproofed structure meets the criteria in Section 404-21.B or 404-24.B ;

Sec. 404-12. Duties and responsibilities of the administrator

Duties of the Community Development Director shall include, but shall not be limited to:

- E. Review and record the actual elevation, in relation to mean sea level to which any new or substantially improved nonresidential structures have been floodproofed;

Sec. 404-20. General standards

In all areas of special flood hazard the following provisions apply:

- A. New construction and substantial improvement of principal buildings (residential or nonresidential), including manufactured homes, shall not be allowed within the limits of the future-conditions floodplain, unless all requirements of sections 404-16, 404-17 and 404-18 have been met;

Sec. 404-21. Building standards for structures and buildings within the future-conditions floodplain

The following provisions, in addition to those in Section 404-20, shall apply:

A. Residential buildings.

New construction and substantial improvement of principal buildings, including manufactured homes shall not be allowed within the limits of the future-conditions floodplain unless all requirements of sections 404-16, 404-17 and 404-18 have been met. If all of the requirements of sections 404-16, 404-17 and 404-18 have been met, all new construction and substantial improvements shall have the lowest floor, including basement, elevated no lower than three feet above the base flood elevation or one foot above the future-conditions flood elevation, whichever is higher. Should solid foundation perimeter walls be used to elevate the structure, openings sufficient to equalize the hydrologic flood forces on exterior walls and to facilitate the unimpeded movements of floodwaters shall be provided in accordance with standards of Section 404-20. E.

Sec. 404-21. Building standards for structures and buildings within the future-conditions floodplain

The following provisions, in addition to those in Section 404-20, shall apply:

B. Nonresidential buildings.

New construction and substantial improvement of principal buildings, including manufactured homes shall not be allowed within the limits of the future-conditions floodplain unless all requirements of sections 404-16, 404-17 and 404-18 have been met. If all of the requirements of sections 404-16, 404-17 and 404-18 have been met, all new construction and substantial improvements shall have the lowest floor, including basement, elevated no lower than one foot above the base flood elevation or above the future-conditions flood elevation, whichever is higher. Should solid foundation perimeter walls be used to elevate the structure, openings sufficient to equalize the hydrologic flood forces on exterior walls and to facilitate the unimpeded movements of floodwaters shall be provided in accordance with standards of Section 404-20. E. New construction or substantial improvements that have met all of the requirements of sections 404-16, 404-17 and 404-18 may be floodproofed in lieu of elevation. The structure, together with attendant utility and sanitary facilities, must be designed to be watertight to one foot above the base flood elevation, or at least as high as the future-conditions flood elevation, whichever is higher, with walls substantially impermeable to the passage of water and structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions in this subsection (2), and shall provide such certification to the Community Development Director.

Sec. 404-21. Building standards for structures and buildings within the future-conditions floodplain

The following provisions, in addition to those in Section 404-20, shall apply:

- D. Standards for recreation vehicles. All recreational vehicles placed on sites must either:
 - 2. The recreational vehicle must meet all the requirements for residential buildings, substantial improvements (subsection A. of this section), including the anchoring and elevation requirements.

Sec. 404-21. Building standards for structures and buildings within the future-conditions floodplain

The following provisions, in addition to those in Section 404-20, shall apply:

- E. Standards for manufactured homes.
 - 1. New or substantially improved manufactured homes shall not be allowed to be placed within the limits of the future-conditions floodplain unless all requirements of sections 404-16, 404-17 and 404-18 have been met.

Sec. 404-22. Buildings standards for structures and buildings authorized adjacent to the future-conditions floodplain

- A. Residential buildings. For new construction or substantial improvement of any principal residential building or manufactured home, the elevation of the lowest floor, including basement and access to the

building, shall be at least three feet above the base flood elevation or one foot above the future-conditions flood elevation, whichever is higher. Should solid foundation perimeter walls be used to elevate the structure, openings sufficient to equalize the hydrologic flood forces on exterior walls and to facilitate the unimpeded movements of floodwaters shall be provided in accordance with standards of Section 404-20. E.

B. Nonresidential buildings. For new construction or substantial improvement of any principal nonresidential building, the elevation of the lowest floor, including basement and access to the building, shall be at least one foot above the level of the base flood elevation or at least as high as the future-conditions flood elevation, whichever is higher. Should solid foundation perimeter walls be used to elevate the structure, openings sufficient to equalize the hydrologic flood forces on exterior walls and to facilitate the unimpeded movements of floodwaters shall be provided in accordance with standards of Section 404-20. E.

Sec. 404-25. Standards for subdivisions

Standards for subdivisions shall be as follows:

D. All subdivision proposals shall be consistent with the need to minimize flood damage and shall be reasonably safe from flooding;

Sec. 404-25. Standards for subdivisions

Standards for subdivisions shall be as follows:

D. All subdivision proposals shall be consistent with the need to minimize flood damage and shall be reasonably safe from flooding;



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

City of Norcross

Legislation Details (With Details)

File #:	20-5680	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	4/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Sustainable Norcross Commission		

Sponsors:

Code Sections:

Title
Board Appointment - Sustainable Norcross Commission

Motion

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

Sustainable Norcross Commission

Jackie Morgan 04/05/2022

Colin Steuterman 04/05/2022



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

City of Norcross

Legislation Details (With Details)

File #:	20-5681	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	4/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Tree Board		

Sponsors:

Code Sections:

Title
Board Appointment - Tree Board

Motion

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

Tree Board

Terry Sutton 09/6/2022



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

City of Norcross

Legislation Details (With Details)

File #:	20-5668	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	4/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Edits to Code of Ordinance for Water and Sewer		

Sponsors:

Code Sections:

Attachments:

1. [Ordinance 02-2020 Article II. - Water, Sewer Service](#)

Title

Edits to Code of Ordinance for Water and Sewer

Drafter

Erica Madsen

Motion

A motion to Approve/Deny an amendment to the Code of Ordinances of Norcross by amending Sec. 36-41-50, 36-80.1 and 36-103 of Chapter 36. Utilities, with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia hereby ordains that the adopted Code of Ordinance 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 all following provisions shall become and be made part of the Code of the City of Norcross.

Ordinance XX-2020

An Amendment to the City Code or Ordinances

Chapter and Purpose: Chapter 36, Norcross Code of Ordinances, Various sections as noted.

Enacting Clause; The Mayor and City Council of the City of Norcross, Georgia hereby ordains that the adopted Code of Ordinance 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 all following provisions shall become and be made part of the Code of the City of Norcross.

- I. Amendment to edit the language as noted below, to delete those items shown as strikethrough and to add those items shown as underlined to provide for compliance with Georgia Environmental Protection Division and to reflect the sale of the water system to Gwinnett County.

ARTICLE II. – WATER, SEWER SERVICE

DIVISION 1. - GENERALLY

(Division I Secs. 36-41 – 36-50 reserved)

~~Sec. 36-41. – Application; deposits; special contracts.~~

- ~~(a) Application for water and sewer service shall be made at the Office of the General Government Administration Department and deposits paid as provided in section 36-1.~~
- ~~(b) The Mayor and Council, on recommendation of the City Engineer, may vary the deposits required and negotiate special contracts for customers with extraordinary service needs, such as industrial users and private fire protection.~~

~~(Code 1979, § 6-2-1; Code 1998, § 74-41)~~

~~Sec. 36-42. – Tap fees and service rates.~~

- ~~(a) Water and sewer tap fees and service rates shall be as set forth in the schedule of fees and charges established by the City Council, which schedule shall be maintained on file in the Office of the Public Works Department where it is available for inspection by the public.~~
- ~~(b) The Mayor and Council, on recommendation of the City Engineer, may vary the water and sewer service rates and negotiate special contracts for customers with extraordinary service needs, such as industrial users and private fire protection.~~
- ~~(c) The Mayor and Council shall review the water and sewer service rates at least annually and revise them as may be necessary to provide for the receipt of adequate revenues to meet the requirements of the water and sewer system of the city for debt service, operation and maintenance, and the establishment of required reserves.~~
- ~~(d) No free water or sewer service or use of facilities shall be permitted. All water service connections shall be metered.~~

~~(Code 1979, § 6-2-2; Code 1998, § 74-42; Ord. No. 17-95, 10-2-1995)~~

~~Sec. 36-43. – Private fire protection service.~~

Charges for private fire protection service shall be as provided in the schedule of fees and charges established by the City Council and maintained on file in the Office of the General Government Administration Department where it shall be available for inspection by the public. Each private fire protection service line shall be equipped with an approved detector meter in accordance with the terms negotiated by the city with the developer at the time of the development review.

(Code 1979, § 6-2-3; Code 1998, § 74-43)

~~Sec. 36-44. — Responsibility and liability—City.~~

- ~~(a) The city shall run a service line from its distribution line to the property line of the user, where the distribution line exists or is to be constructed, and runs immediately adjacent and parallel to the property to be served.~~
- ~~(b) The city may install its meter at, or near, the property line, or, at the city's option, on the user's property within three feet of the property line.~~
- ~~(c) The city reserves the right to refuse service unless the user's lines or pipings are installed in such a manner as to prevent cross connections or backflows.~~
- ~~(d) Under normal conditions the user will be notified of any anticipated interruptions of service by the city.~~

(Code 1979, § 6-2-4; Code 1998, § 74-44)

~~Sec. 36-45. — Same—User.~~

- ~~(a) Water furnished by the city shall be used for consumption by the user, members of his household and employees only and shall not be piped to adjacent property. Water shall not be used for irrigation, fire protection, nor other purposes, except when water is available in sufficient quantity without interfering with the regular consumption in the area served. Disregard of this rule shall be sufficient cause for refusal or discontinuance of service, or both.~~
- ~~(b) Where a meter, or meter box, is placed on the premises of a user, a suitable place shall be provided by user therefor, unobstructed and accessible at all times to the meter reader.~~
- ~~(c) The user shall furnish and maintain a private cut-off valve on the user's side of the meter.~~
- ~~(d) The user's piping and apparatus shall be installed and maintained at the user's expense, in a safe and efficient manner, and in accordance with the sanitary regulations of the state health department.~~
- ~~(e) No private wells shall be permitted to be used in connection with the lines of the city's water system.~~

(Code 1979, § 6-2-5; Code 1998, § 74-45)

~~Sec. 36-46. — Access to premises and extensions of system.~~

- ~~(a) Duly authorized employees of the city shall have access at all times to the premises of the user for the purpose of installing or removing city property, inspecting piping, reading and testing meters, or for any other purpose in connection with the water service and its facilities, or the sewer service and its facilities.~~
- ~~(b) Extensions to the system shall be made only when the user shall grant or convey, or shall cause to be granted or conveyed, to the city a permanent easement or right-of-way across any property traversed by the water or sewer lines.~~

~~(Code 1979, § 6-2-6; Code 1998, § 74-46)~~

~~Sec. 36-47. Change of occupancy.~~

~~Not less than three days' notice must be given to the General Government Administration Department to discontinue water and sewer service or to change occupancy. The outgoing user shall be responsible for all water consumed up to the time of departure. The new occupant shall apply for water service within 48 hours after occupying the premises and failure to do so will make him liable for paying for the water consumed since the last meter reading.~~

~~(Code 1979, § 6-2-7; Code 1998, § 74-47)~~

~~Sec. 36-48. Suspension of service.~~

- ~~(a) When water service is discontinued and all bills paid, the deposit shall be refunded to the user by the city.~~
- ~~(b) Upon discontinuance of service for nonpayment of bills, the deposit will be applied by the city toward settlement of the account. Any balance will be refunded to the user; however, if the deposit is insufficient to cover the bill, the city may proceed to collect the balance in the usual way provided by law for collection thereof.~~
- ~~(c) The city reserves a right to discontinue its service without notice for the following additional reasons:~~
 - ~~(1) To prevent fraud or abuse;~~
 - ~~(2) Willful disregard of the city's rules;~~
 - ~~(3) Emergency repairs;~~
 - ~~(4) Insufficiency of water supply beyond the city's control;~~
 - ~~(5) Direction of public authorities; or~~
 - ~~(6) Strike, riot, fire, flood, unavoidable accident.~~

~~(Code 1979, § 6-2-8; Code 1998, § 74-48)~~

~~Sec. 36-49. Complaints, adjustments.~~

- ~~(a) If the user believes his bill to be in error he shall present his claim to the Office of the General Government Administration Department before the bill becomes delinquent. If a claim is made after the bill becomes delinquent it shall not be effective in preventing discontinuance of service as heretofore provided. The user may pay such bill under protest and such payment shall not prejudice his claim.~~
- ~~(b) Water meters will be tested at the request of the user as provided in section 36-7.~~
- ~~(c) If the seal of a meter is broken by other than the city's employee, or if the meter fails to register correctly or is stopped for any cause, the consumer shall pay an amount estimated from the record of his previous bills or from other data, or from both.~~

~~(Code 1979, § 6-2-9; Code 1998, § 74-49)~~

~~Sec. 36-50. — Adjustments to bills for pipe breakage, swimming pools.~~

~~(a) — In instances where the user suffers a pipe breakage on property owned or occupied by the user, the user may apply for an adjustment to the user's sewer bill in the following manner:~~

~~(1) — The user shall prove to the director of the municipal utility and/or his designated agents, that there was a break in the user's pipes.~~

~~(2) — The user shall prove that the breakage in the pipes was remedied in a timely manner after the breakage was discovered and that the repair was completed in a satisfactory manner as determined by the director of the municipal utility and/or his designated agents.~~

~~(3) — The user shall submit a request for adjustment within 15 days after the date the bill upon which an adjustment is requested was mailed by the city to the user.~~

~~(b) — Provided all of the above are done in strict compliance, then a designated city agent shall average the user's usage for the preceding three months. From the average usage over the preceding three months, an average monthly bill shall be determined. To the extent that the usage during the period of pipe breakage exceeded the average usage by more than twice, then the user shall be entitled to an adjustment and a corresponding refund by the city. If the average usage does not exceed the bill by two times, then no adjustment shall be made.~~

~~(c) — No sewer adjustment shall be allowed for the filling of swimming pools or other similar purposes.~~

~~(d) — No water adjustments shall be allowed under the circumstances set forth in this section.~~

(Code 1979, § 6-2-10; Code 1998, § 74-50)

Secs. 36-51—36-73. - Reserved.

DIVISION 2. – WATER CONSERVATION

Sec. 36-80.1 – Water Wasting Prohibited.

Wasting water is prohibited if such usage leaves a trail of flowing water for more than 50 feet off the property. Water waste also includes irrigation for more than 20 minutes during precipitation, and failure to repair a controllable leak. Water wasting, including water wasting by users otherwise exempted from drought restrictions by the Rules, is subject to fines, penalties, and enforcement up to and including termination of service.

ARTICLE III. – SEWER USE

DIVISION 1. - GENERALLY

Sec. 36-103. - Use of public sewer required.

- (a) It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the city, any human or animal excrement, garbage, or other objectionable waste.
- (b) It shall be unlawful for any person to discharge to any natural outlet within the city any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article.

- (c) Except as otherwise provided in this article, it shall be unlawful for any person to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage, including privately owned wastewater collection, treatment, or disposal systems that: (1) serves more than one resident lot or business, (2) has a daily flow in excess of 2,000 gallons, or (3) flows between more than one parcel of tract or land.
- (d) The owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the city and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary sewer is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article, within 60 days after date of official notice to do so, provided that said public sewer is within 200 feet of the property line.
- (e) Any deviation from subsection (d) of this section shall be approved by resolution of the Mayor and Council.



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

City of Norcross

Legislation Details (With Details)

File #:	20-5669	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	4/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Fourth Amendment to Cooperation Agreement		

Sponsors:

Code Sections:

Attachments:

1. [G85GCID Cooperation Agreement - Amendment - Extension - 2020](#)

Title

Fourth Amendment to Cooperation Agreement

Drafter

Andrew Hixson

Motion

A motion to Approve/Deny the extension of the term in the attached cooperation agreement as presented.

STATE OF GEORGIA

COUNTY OF GWINNETT

FOURTH AMENDMENT TO COOPERATION AGREEMENT

THIS FOURTH AMENDMENT TO COOPERATION AGREEMENT is made and entered into effective the 1st day of July, 2020, by and between **GWINNETT COUNTY**, a political subdivision of the State of Georgia (hereinafter referred to as the "County"), the **CITY OF NORCROSS**, a municipal corporation created by the Georgia Legislature (hereinafter referred to as "Norcross"), the **CITY OF PEACHTREE CORNERS**, a municipal corporation created by the Georgia Legislature (hereinafter referred to as "Peachtree Corners"), and the **GATEWAY85 GWINNETT COMMUNITY IMPROVEMENT DISTRICT BOARD** (hereinafter referred to as the "CID Board") (collectively referred to hereinafter as the "parties").

WHEREAS, on May 8, 2006, the Gateway85 Gwinnett Community Improvement District f/k/a Gwinnett Village Community Improvement District was created pursuant to Article IX, Section 7 of the Georgia Constitution and the Gwinnett County Community Improvement Districts Act set forth in Ga. Laws 2001, p. 3709, as amended, all of which lies within Gwinnett County (the "District"); and

WHEREAS, State law requires that services and facilities concerning the District shall be provided for in a Cooperation Agreement jointly executed by the Board of Commissioners of

Gwinnett County, the Norcross City Council, the Peachtree Corners City Council, and the CID Board; and

WHEREAS, the current Cooperation Agreement expires in accordance with its terms after June 30, 2020; and

WHEREAS, the parties wish to extend the term of the Cooperation Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and benefits flowing to the parties, the parties do hereby agree as follows:

1.

Section 15 of the Cooperation Agreement, as amended, is stricken and replaced with: "This Agreement shall terminate upon expiration of the life of the District, but in no event exceeding 50 years, and shall not be modified except by formal written action of the parties."

WHEREFORE, the parties have caused this Fourth Amendment to Cooperation Agreement to be executed under seal by authorized representatives of each entity effective on the day and year above set forth.

{Signatures on following pages}

ATTEST:_____
County Clerk

(SEAL)

APPROVED AS TO FORM:_____
County Attorney**WINNETT COUNTY**By: _____
Chairman
Board of Commissioners**ATTEST:**_____
City Clerk

(SEAL)

APPROVED AS TO FORM:_____
City Attorney**THE CITY OF NORCROSS**By: _____
Mayor**ATTEST:**_____
City Clerk

(SEAL)

APPROVED AS TO FORM:_____
City Attorney**THE CITY OF PEACHTREE
CORNERS**By: _____
Mayor

**GATEWAY85 GWINNETT
COMMUNITY IMPROVEMENT
DISTRICT BOARD**

ATTEST:

Secretary

By: _____
Chairman

APPROVED AS TO FORM:

Attorney for Gateway85 Gwinnett
Community Improvement District