

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Agenda

Wednesday, May 7, 2025
6:30 PM

2nd Floor Conference Room
Planning and Zoning

James Poteete, Chair

Walter Bell, Vice Chair

Antonio Henson

Marlene Janos

David Grayson

- I. **Call to Order**
PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES
- II. **Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.**
 - A. **Approval of Previous Meeting Minutes**

[Planning and Zoning - Planning and Zoning - Apr 2, 2025, 6:30 PM](#)

III. **Old Business**

IV. **New Business**

- 1. [25-7314](#) **SUP2025-002 3150 Holcomb Bridge Road**
Special Use Permit for an Event Hall in the C-2 zoning district.

[SUP2025-002_StaffReport3](#)

[SUP Application-2025](#)

[Impact Analysis-2025](#)

[Additional Notes to Council](#)

V. **ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**

VI. **Adjourn**

Signed by _____ James Poteete, Chair

Signed by _____ LeDarius Scott, Senior Planner

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Wednesday, April 2, 2025
6:30 pm

2nd Floor Conference Room
Planning and Zoning

James Poteete, Chair
Antonio Henson
Marlene Janos
Walter Bell
David Grayson

Minutes Acceptance: Minutes of Apr 2, 2025 6:30 PM (Approval of Previous Meeting Minutes)

I. Call to Order

Planning and Zoning was called to order at 6:32 pm by Board Member Walter Bell

Attendee Name	Title	Status	Arrived
James Poteete	Chair	Absent	
Antonio Henson	Board Member	Present	
Marlene Janos	Board Member	Present	
Walter Bell	Board Member	Present	
David Grayson	Board Member	Present	

II. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for scheduled meeting.

A. Approval of Previous Meeting Minutes

1. Planning and Zoning - Planning and Zoning - Feb 5, 2025 6:30 pm

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Walter Bell, Board Member
SECONDER:	David Grayson, Board Member
AYES:	Antonio Henson, Marlene Janos, Walter Bell, David Grayson
ABSENT:	James Poteete

III. Old Business

IV. New Business

1. 25-7279: SUP2025-001 5390 Peachtree Industrial Blvd

Staff presented the case. The applicant, Ade Omishore, seeks to utilize suites 120 and 130 within an existing office building located at 5390 Peachtree Industrial Blvd for a proposed 7,681 square foot event hall and associated offices on 1.39 acres. According to the summary of intent, Suite 120 will be dedicated to leasing of space and offices to businesses and entrepreneurs. Suite 130 will be dedicated to conferences and private catered events such as dinners, anniversaries, seminars, group instruction, and Norcross community events. According to the proposed floor plan, Suite 120 (1,800 square feet) consists of four (4) offices and a conference room that will be available for weekday rentals from 8 am to 6 pm. Suite 130 (5,881 square feet) consists of a 4,000 square foot event hall supplemented by two (2) changing rooms, a commercial kitchen, office, and storage. Suite 130 proposed hours of operation are 8 am to 1 am for weekend rentals, and 8 am to 6 pm for weekday rentals. Suite 130 will be supervised by a contracted private security company. The subject property has a total of 86 parking spaces, 65 of which are allocated to both suites 120 and 130 and their respective uses. According to UDO section 203-9, the minimum parking spaces required for both suites and their respective uses would be 45 total parking spaces. The application does not specify how many will be in attendance for the proposed events. Final occupancy loads will need to comply with the Gwinnett County Fire Marshal.

The applicant was given the floor to speak about the proposed event facility and stressed the importance of community outreach and how the event hall will benefit the community. Ade further elaborated on having a security team on site and proposed hours of operation.

Minutes Acceptance: Minutes of Apr 2, 2025 6:30 PM (Approval of Previous Meeting Minutes)

Board Member Janos spoke about the proposed security team and Board Member Grayson mentioned other event halls that were approved previously and staff's recommendation of a 12-midnight close time.

The Community Development Director spoke about the 12 am condition and how most businesses are closed by then and how the noise ordinance is 11 pm.

Board Member Bell asked the applicant about the types of events that would be hosted at the facility.

The conversation shifted towards alcohol permits and bartenders on site, which Ade spoke about. Further discussion was had about the closing time. Board Member Henson stressed the importance of safety in the area since crime can be an issue. Ade mentioned that the property has a rear gate adjacent to the Allround Suites hotel. Royal Protection is the company that she has contracted to serve as safety for the event hall.

After a discussion of the case, Board Member Bell called for approval, with a 1 am close time for the event hall.

RESULT:	RECOMMEND FOR APPROVAL (SENT TO) [UNANIMOUS]
	Next: 4/21/2025 6:30 pm
TO:	Policy Work Session
AYES:	Antonio Henson, Marlene Janos, Walter Bell, David Grayson
ABSENT:	James Poteete

V. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA

VI. Adjourn

Board member Walter Bell motioned to adjourn the meeting at 7:06 pm, seconded by Board member Marlene Janos. The vote was unanimously approved.

Minutes Acceptance: Minutes of Apr 2, 2025 6:30 PM (Approval of Previous Meeting Minutes)



Department of Community Development

TO: Planning and Zoning
FROM: Deborah Rogoff-Era
DATE: May 7, 2025
SUBJECT: SUP2025-002 3150 Holcomb Bridge Road
CC:

Please review attached Staff Reports and supporting documents for submitted application.

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



Meeting Date: 5/7/2025 at 6:30 PM	Petition Number: SUP2025-002
Project Type:	Commercial/Event Hall
Property Location:	3150 Holcomb Bridge Road
Tax Parcel ID:	6274 058
Petitioner:	Robert Baffour
Petitioner's Request:	Special Use Permit for an Event Hall in the C-2 zoning district
Recommendation:	Denial

Summary

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

Timeline

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

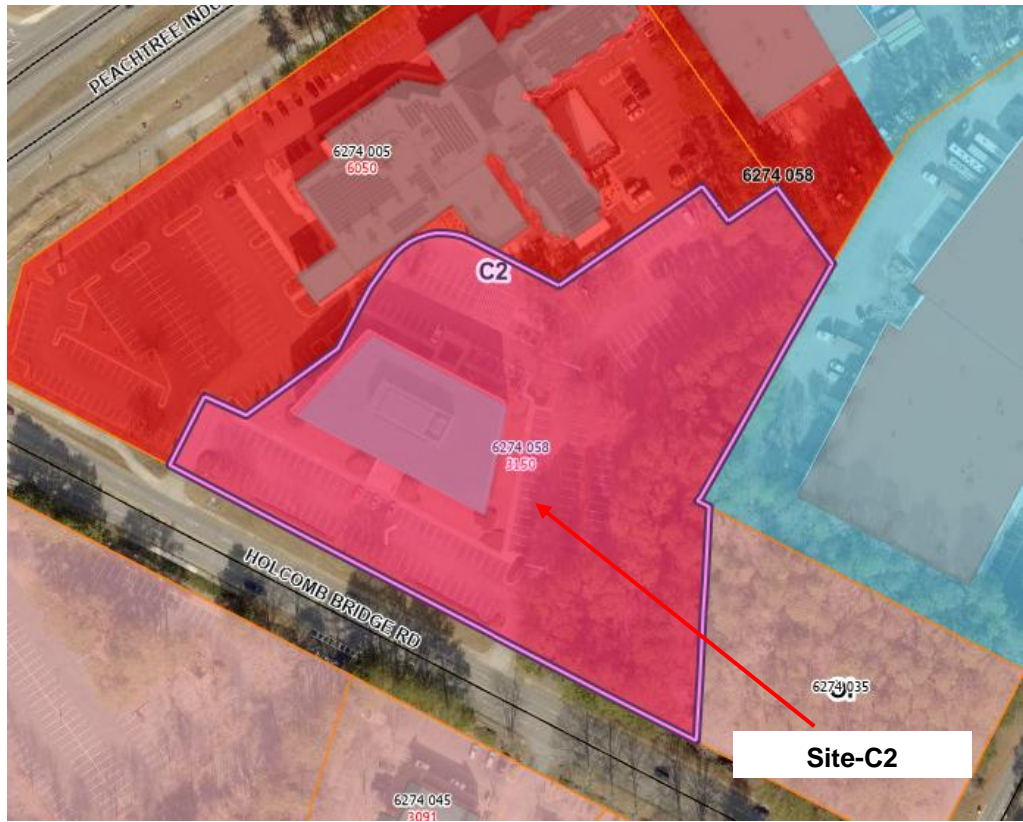
Board	Meeting Type	Meeting	Meeting Time	Room
P&Z	Hearing	Wednesday, May 7, 2025	6:30 PM	Conference Room 2 nd Floor
M&C	Meeting	Monday, May 19, 2025	6:30 PM	Conference Room 2 nd Floor
M&C	Hearing	Monday, June 2, 2025	6:30 PM	Council Chambers 1 st Floor

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Aerial View

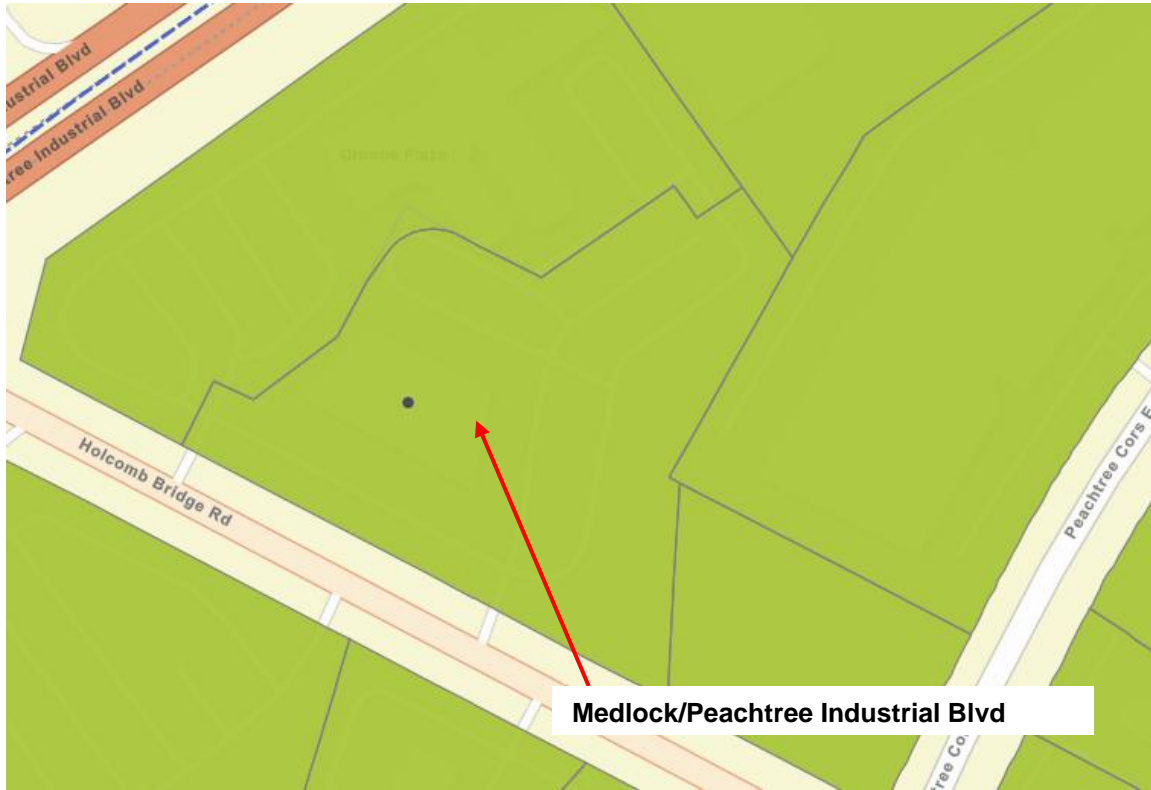


Zoning Map



Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Future Development Map



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

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

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

Applicant’s Request

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

The subject parcel has 226 parking spaces and although there are some other businesses on the subject parcel, the hours for the proposed event hall will likely be after the other businesses are closed for the day, creating a shared parking system that could be sufficient for an event hall. Per Article 3, code section 203-9, places of public assembly require one (1) parking space per 150 square feet of gross floor area, so the applicant would need a total of 29 parking spaces.

The applicant’s Impact Analysis letter included with their application states that the events will be held mostly in the evenings and on weekends, but the space will also be available for rent Monday through Friday. The applicant states that events may not end until 2am. Although final occupancy loads will be determined by the Gwinnett County Fire Marshal, the applicant does not specify how many people may attend the events. This may prove problematic following Fire Marshal review as the suite is not sprinkled, which would potentially fail the inspection. The applicant’s target community is the indigenous African population in Norcross.

According to the applicant, 80 percent of the events held at the subject property will not serve alcohol. The event facility will operate with its own alcohol license, which will only be used for events that opt to serve alcohol. Event facility renters are expected to provide their own caterers, and all caterers are vetted to make sure they have the required licenses to operate. To mitigate any safety concerns, the applicant intends to hire an officer for events. Review and input from the public safety department may indicate the need for two security personnel.

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

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Existing Conditions

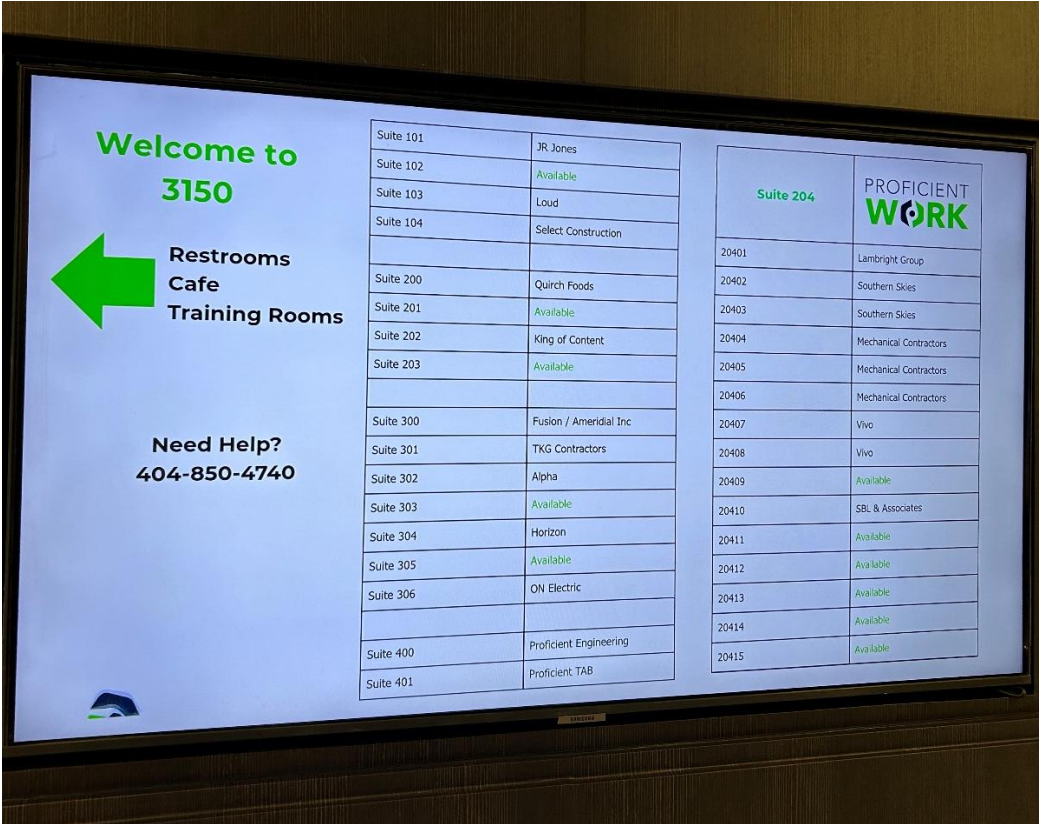
The subject property is zoned C-2 (General Business) and it is currently developed as four-story building with 226 parking spaces on 4.04 acres. Most businesses in the building are open Monday – Friday with hours that range from 8-9am to 5-7pm. The first floor (where suite 102 is located) consists of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

Project Description

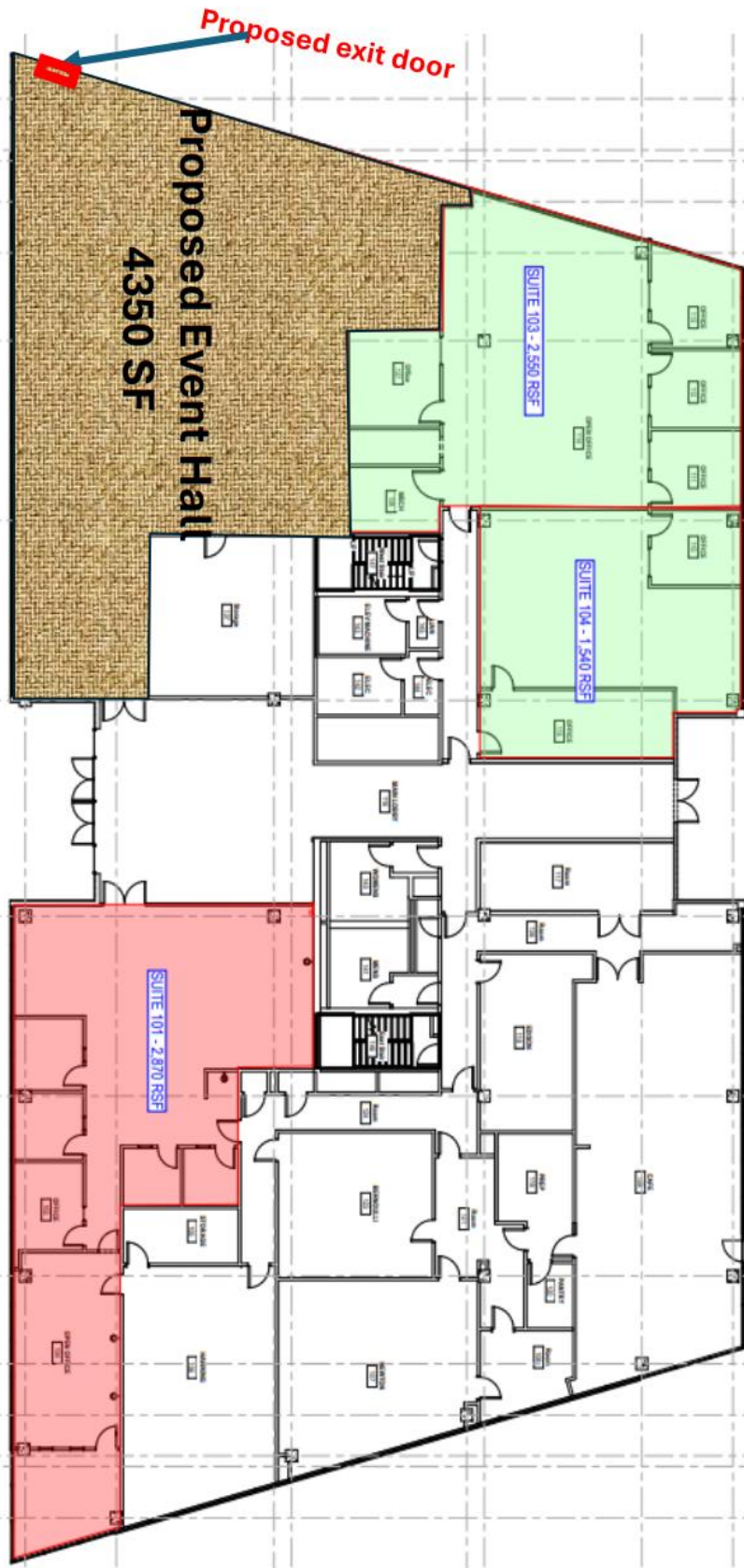
The applicant seeks a special use permit for an event facility in the C-2 general business zoning district. A site plan of the subject parcel, along with a street view of the subject building, entrances of the building, access points, a list of current tenants and the proposed floor plan are depicted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

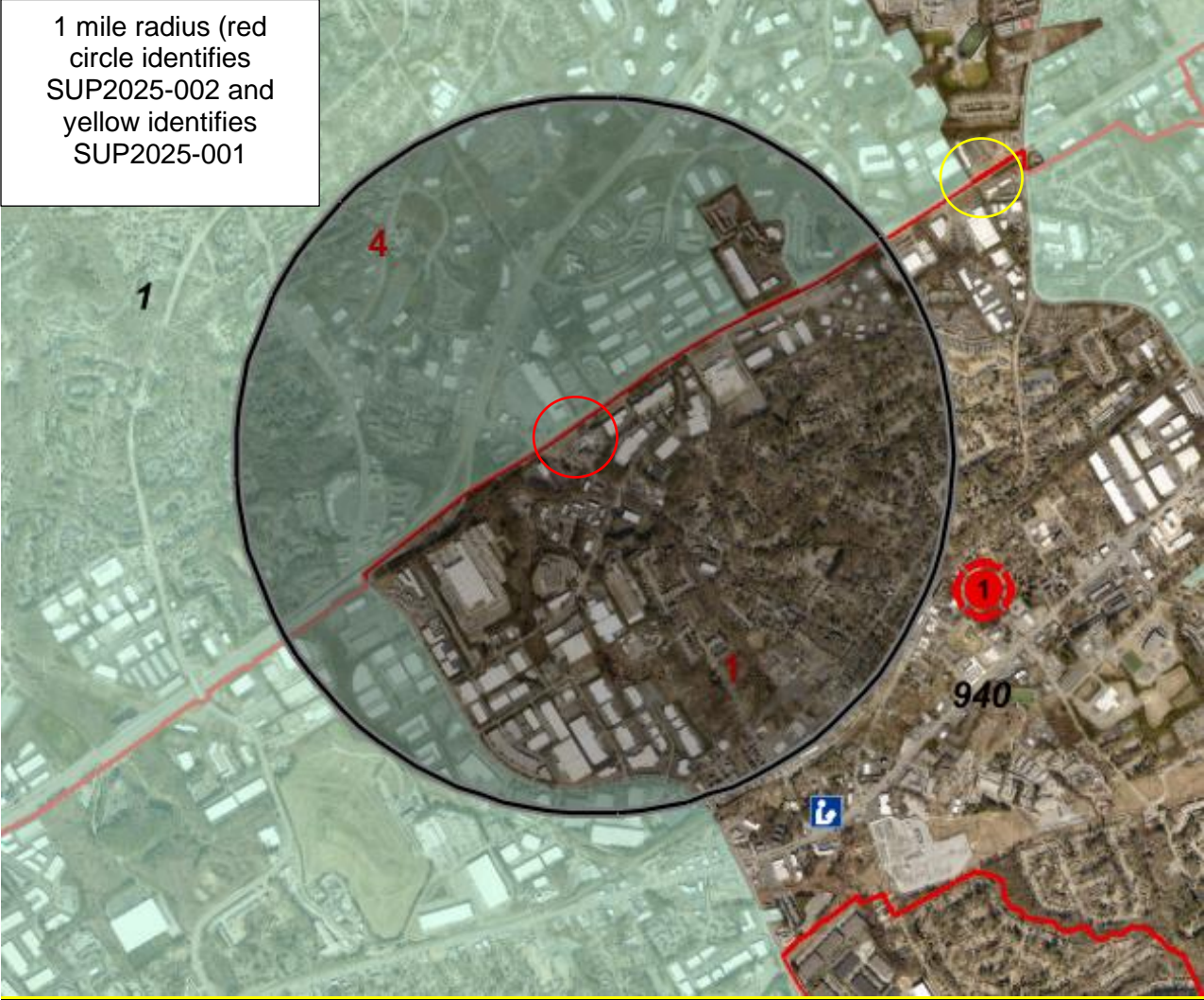


Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)



Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)





Per the supplemental use standards in the UDO Article 2, code section 202-2 (j)(7) the applicant must identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area. Located adjacent to the proposed facility is The Crowne Plaza Hotel (6050 Peachtree Industrial Blvd), which has a 14,000 square foot event room and seven (7) event spaces, although events are not the primary use for the hotel. The 3120 at 3120 Crossing Park NW is also an event center within the radius. A proposed event facility that is up for consideration, SUP2025-001 (5390 Peachtree Industrial Blvd), identified with a yellow circle, falls outside of the one-mile radius. SUP2025-001 has indicated that the target clientele is a similar cultural community, which should be evaluated as a factor in similar use analysis and will be considered by Mayor and Council at their May 5, 2025 meeting.

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

ZONING ANALYSIS

Current Zoning

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

Zoning Request

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

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

2045 Comprehensive Plan Analysis

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

A. Land Uses by Character Area

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

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

B. Policy Goals

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

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

C. Character Area Vision

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

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

D. Land Use Definition

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

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

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

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

events.

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

Standards Governing the Exercise of Zoning Power

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

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

Staff is of the opinion that the request to approve a special use permit for an event hall is generally consistent and suitable in view of the use and development of the adjacent and nearby properties. The area surrounding the subject parcel is developed with light industrial and commercial uses that are aligned with the proposed event hall use.

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

The proposed project for an event center may have adverse effects on existing uses or usability of nearby properties. The site would have to meet parking standards and all required licensing standards in addition to occupancy limits as determined by the Gwinnett County Fire Marshal. Hours of operation should be restricted to 1 A.M. or a Planning and Zoning board recommended closing time. However, since the Crowne Plaza Hotel and the subject property share ingress and egress from Peachtree Industrial Boulevard and Holcomb Bridge Road, there may be a traffic problem if events happen simultaneously. The Hilton at 5993 Peachtree Industrial Boulevard has 17,000 square feet of event space and 10 meeting rooms.

As it pertains to the subject property's building, which is currently a four (4) story office building, the proposed event facility use may have an adverse effect on existing tenants. The first floor where the proposed event facility is located has common area restrooms that all tenants on the first floor share. The cleaning schedule for events scheduled for the weekend will need further clarification from the applicant too. The applicant is proposing to have one paid officer for events and from a safety perspective, staff is concerned with access to other suites since the other (3) floors can be accessed by an elevator. One officer may not be enough to provide safety for events, the parking lot, and the office building simultaneously.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Conclusion

The submitted application meets the comprehensive plan expectations as noted by the previously mentioned appropriate land uses, policy goals, and vision in Section C; the proposed development appears to meet the presented policy goals in Section B and it meets the public assembly definition in Section D.

Other factors that should be considered include restrooms not being in the suite, having a similar clientele as SUP2025-001, Fire Marshal occupancy loads, and Public Safety concerns.

Recommendation

Staff recommends **Denial**.



SPECIAL USE PERMIT APPLICATION

PROPERTY OWNER'S INFORMATION

Owner's Name: _____
 Owner's Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell Phone: _____ Email: _____

APPLICANT'S CONTACT INFORMATION

Applicant's Name: _____
 Applicant's Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell Phone: _____ Email: _____

PROPERTY LOCATION

Tax Parcel Number(s): _____ Size in Acres: _____
 Address(es): _____
 Number of existing structures: _____ Number of parking spaces: _____

PROPOSED USE

Current Zoning: _____ Requested Zoning: _____
 Date of Pre-Application Mtg: _____
 Is the request in conformity with the Current Land Use Plan? Yes No
 Land Use Plan Designation: _____

Proposed Use:

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

ITEMS THAT MUST ACCOMPANY APPLICATION

4.1.b

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

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

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



Signature of Applicant

Date

CITY USE ONLY. DO NOT WRITE BELOW

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

Fee Paid: _____

Notes: _____

DEADLINE AND HEARING SCHEDULE

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

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

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

Concept Plan Checklist

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

The concept plan shall show the following:

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

The proposed project layout including:

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

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.

[Signature] 3/31/2025 _____
SIGNATURE OF APPLICANT DATE TYPE OR PRINT NAME AND TITLE

SIGNATURE OF APPLICANT'S DATE TYPE OR PRINT NAME AND TITLE ATTORNEY OR
REPRESENTATIVE

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

_____ (YES or NO)

YOUR NAME

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

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

Attach additional sheets if necessary to disclose or describe all contribution

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



Ownership Affidavit & Designation of Agent

See attached file "owner affidavit"

I. Ownership.

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

Parcel I.D. Number(s) _____

Location address: _____

_____ for which this Application is submitted.

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

Please complete the appropriate section below:

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

Individual

Corporation/Limited Liability Company (LLC)

Partnership

Government Entity

Provide Names of Officers/Members:

Provide Names of General Partners:

Secretary of State Registration Number: _____

Name/Address of Registered Agent: _____

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

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

Owner's Agent: _____

Address: _____

Contact Person: _____ Telephone No.: _____

III. Notice to Owner.

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

IV. Acknowledgement.

• Individual

Signature

Print Name: _____
 Address: _____
 Phone #: _____

• Corporation/LLC

 Print Corporation/LLC Name

By: _____
Signature

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

• Partnership

 Print Partnership Name

By: _____
Signature

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

• Government Entity

 Print Government Name

By: _____
Signature

Print Name: _____
 Title: _____
 Department: _____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF GEORGIA
 COUNTY OF _____

• Individual

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

• Government Entity

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

• Corporation/LLC

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

• Partnership

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

Signature of Notary

NOTARY STAMP:

My commission expires: _____

Print Notary Name

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

Impact Analysis

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional conditions for Event Hall Use (Item #7)

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

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

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

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

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

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

Additional Notes to Council

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

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

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

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

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

2. Events schedule.

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

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

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