

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Wednesday, May 7, 2025
6:30 PM

2nd Floor Conference Room
Planning and Zoning

James Poteete, Chair

Antonio Henson

Marlene Janos

Walter Bell

David Grayson

I. Call to Order

Planning and Zoning was called to order at 6:30 PM by Chair James Poteete

Attendee Name	Title	Status	Arrived
James Poteete	Chair	Present	
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

Planning and Zoning - Planning and Zoning - Apr 2, 2025, 6:30 PM

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

III. Old Business

None

IV. New Business

1. 25-7314: SUP2025-002 3150 Holcomb Bridge Road

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.

Discussion

The applicant’s request was presented by staff and discussion included concerns regarding safety and whether an event facility would be appropriate for the existing office building. The applicant’s wife and daughter spoke about the request briefly. Staff further explained the reasons for recommending denial of the request and the disproportional proliferation of event facilities in the one-mile radius.

After discussion, the chair called for denial as presented by staff:

RESULT:	RECOMMEND FOR DENIAL [UNANIMOUS]
TO:	Next: 5/19/2025 6:30 PM Policy Work Session
MOVER:	David Grayson, Board Member
SECONDER:	Antonio Henson, Board Member
AYES:	Poteete, Henson, Janos, Bell, Grayson

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

VI. Adjourn

Board member David Grayson motioned to adjourn the meeting at 7:25 PM, seconded by Board member Marlene Janos. The vote was unanimously approved.

Signed by _____, James Poteete, Chair

Signed by _____, LeDarius Scott, Senior Planner