

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

**Wednesday, July 2, 2025
6:30 PM**

2nd Floor Conference Room

Planning and Zoning

Antonio Henson, Board Member

Marlene Janos

Walter Bell

David Grayson

Tom Doherty

I. Call to Order

Planning and Zoning was called to order at 6:30 PM by Board Member Walter Bell

Attendee Name	Title	Status	Arrived
Antonio Henson	Board Member	Absent	
Marlene Janos	Board Member	Present	
Walter Bell	Board Member	Present	
David Grayson	Board Member	Present	
Tom Doherty	Boardmember	Absent	

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 - May 7, 2025 6:30 PM

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

III. Old Business

IV. New Business

25-7370: Text2025-001 Proposed Unified Development Ordinance Amendments

City Staff (Assistant City Manager, Public Works Director, Community Development Director, and City Engineer) have worked with the City’s Legal Department to develop updates to the City’s Unified Development Ordinance in response to a moratorium on the creation of new private streets within the City. The city has historically adopted Gwinnett County’s ordinances with respect to infrastructure standards, development conformance, sureties, maintenance and inspections and development design. City staff propose to import those sections of the Gwinnett County ordinance directly into the city ordinance, with modifications specific to Norcross, and to include an appendix of Norcross Standard Details. This allows the city to have direct control over those sections of ordinance and respond as necessary when updates and changes may be needed relative to ongoing development within the city. In addition, Staff have identified a number of sections of the existing UDO that need updates or modification to language to make requirements more clear.

Chapter 400

The Assistant City Manager Tracy Rye introduced the discussion to the board about Chapter 400:

- o Edits the adopted sections of the Gwinnett UDO by removing references to sections that Norcross is now fully adopting into its UDO and editing the reference numbers to sections that have recently been amended by Gwinnett for purposes of consistency as well as clearly stating how relief is pursued, if requested, from these remaining

sections .

- o These sections pertain to sidewalks, streets, infrastructure, development conformance, sureties, maintenance, and inspections.

Chapter 100

- Article II Definitions/Defined Terms (Sec 102-2) Edits the definitions section to include new definitions for new additions to the UDO and edits definitions for clarity.
- Article IV Procedures/Decision making responsibilities (Sec 104-3) and Administrative Review (Sec 104-7) Edits the procedures for the initial approval of or revisions to Preliminary and Final Plats to include a review and recommendation from the Planning and Zoning Board, followed by a final public meeting and approval by the Mayor and Council before final staff approval is granted, removing the once sole administrative action for preliminary plats.
- Also revises administrative processes for administrative variances to limit the staff administrative process to 10% of the standard in the UDO for things such as setbacks, building height. Also replaces the requirement for a notarized letter of consent from adjoining property owners with a letter sent by staff to the adjoining property owner of record advising of the request for an administrative variance with a window for that property owner to provide comments to staff prior to the Community Development Director taking final action on a request for an administrative variance. Negative comments would not limit the Director from approving a request.
- Article V Plan Submittal Specifications (Sec 105-3) Edits the plan submittal specifications to add a line for the date of Mayor and Council review and action on a preliminary plat.

Chapter 200

- Division 2 Single Family Residential Districts (Sec 201 -5, 201-6 and 201-7): Modifies diagram on how to interpret the standards within the section and establishes interior and exterior side setbacks for corner lots adjacent to streets and establishes visual representation for distance between primary and accessory structures for R-100, R75, and R-60 lots. Increases setbacks from property lines for accessory structures and clarifies where to find maximum height for accessory dwelling units in the R-100, R-75, and R-60 zoning districts.
- Chapter 200 Land Use and Zoning/Article II Supplemental and Accessory Use Standards (Sec 202-3): More fully defines what accessory uses and structures are, defining when an accessory structure is part of a main structure, establishing standards for detached accessory structures and the distance to a principal structure. As it relates to Accessory Dwelling Units, provides for additional definitions of types of ADUs, limits ADUs to one per lot and requires the property owner to reside either in the principal dwelling or the ADU as his/her primary residence and subject to homestead as well as provides provisions for how attached, detached and modified ADUs are created.
- The Board decided to table the text amendments for Chapter 200 indefinitely. Citizens expressed their concerns with the text amendment changes for accessory dwelling units.

Decision to table Chapter 200 amendments, and approve amendments to Chapter 100 and 400.

RESULT:	RECOMMEND FOR APPROVAL (SENT TO) [UNANIMOUS]	I
TO:	Policy Work Session	
MOVER:	David Grayson, Board Member	
SECONDER:	Marlene Janos, Board Member	
AYES:	Henson, Janos, Bell, Grayson, Doherty	

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

VI. Adjourn

David Grayson motioned to adjourn the meeting at 7:45 PM, seconded by Marlene Janos. The vote was unanimous, 3-0.

Signed by _____ **Walter Bell, Vice Chair**

Signed by _____ **LeDarius Scott, Senior Planner**