

# City of Norcross

*65 Lawrenceville Street  
Norcross, GA 30071*



## Meeting Minutes

**Wednesday, September 3, 2025  
6:00 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 6:31 PM**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Antonio Henson	Board Member	Present	
Marlene Janos	Board Member	Present	
Walter Bell	Board Member	Present	
David Grayson	Board Member	Absent	
Tom Doherty	Board Member	Present	

**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 - Jul 2, 2025 6:30 PM

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

**III. Old Business**

**IV. New Business**

**1. 25-7434: REZ2025-003 636, 646, 656, 658 West Peachtree Street**

Staff presented the facts and findings for REZ2025-003, a concept plan consideration for a 21-unit cottage-style development off West Peachtree Street. Staff read the recommendation of approval with the following conditions:

1. The PRD zoning designation shall be restricted to a single-family development up to a maximum of 21 units;
2. The property shall be developed in general conformance with the site plan dated receipt 05/16/2025;
3. To address the potential sidewalk and landscape strip requirement challenges, applicant to contribute a fee-in-lieu toward a sidewalk improvement fund;
4. All common areas, including but not limited to storm water systems, shall be maintained by the HOA;
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 and minor adjustments to the site concept plan shall be approved by the Community Development Director in response to Gwinnett County comments is allowed;
6. Subject to Gwinnett County Water and Sewer comments and recommendations;

7. Plant material use on site in landscape strips and buffers are subject to final approval of the City's Arborist;
8. Location of stormwater detention is subject to the approval of the City Engineer;
9. All utilities shall be buried;
10. The development shall comply with the Architectural Review Board's conditions of approval. Any changes to previously approved plans shall be subject to the formal advertising and review process of the Architectural Review Board; and
11. 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 (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;

**Discussion:**

- Board Member Janos: What school is this development near?
- Amenity Area will include an outdoor kitchen.
- The RFP was for a micro/tiny home community.
- Fire Rated Assembly is not required.
- Potential Parking Agreement with Hopewell Missionary Baptist Church
- Price Points
- HOA fees
- Development will be all electric
- Development timeline will be approximately 12 to 14 months

**Motion**

Staff recommends **approval** of the zoning component of RZ2025-003, the adoption of zoning standards under the existing Planned Residence District (PRD) for the property located at 636 West Peachtree Street, 646 West Peachtree Street, 656 West Peachtree Street, 658 West Peachtree Street, and parcel 6253 288 , with the following conditions:

1. The PRD zoning designation shall be restricted to a single-family development up to a maximum of 21 units;
2. The property shall be developed in general conformance with the site plan dated receipt 05/16/2025;
3. To address the potential sidewalk and landscape strip requirement challenges, applicant to contribute a fee-in-lieu toward a sidewalk improvement fund;
4. All common areas, including but not limited to stormwater systems, shall be maintained by the HOA;
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 and minor adjustments to the site concept plan shall be approved by the Community Development Director in response to Gwinnett County comments is allowed;
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7. Plant material use on site in landscape strips and buffers are subject to final approval of the City's Arborist;

8. Location of stormwater detention is subject to the approval of the City Engineer;

9. All utilities shall be buried;

10. The development shall comply with the Architectural Review Board's conditions of approval. Any changes to previously approved plans shall be subject to the formal advertising and review process of the Architectural Review Board.

11. 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 (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;

<b>RESULT:</b>	<b>RECOMMEND FOR APPROVAL (SENT TO) [UNANIMOUS]</b>
	<b>Next: 9/15/2025 6:30 PM</b>
<b>TO:</b>	Policy Work Session
<b>MOVER:</b>	Marlene Janos, Board Member
<b>SECONDER:</b>	Walter Bell, Board Member
<b>AYES:</b>	Antonio Henson, Marlene Janos, Walter Bell, Tom Doherty
<b>ABSENT:</b>	David Grayson

**2. 25-7435: Changes to the UDO Ordinance**

<b>RESULT:</b>	<b>TABLED INDEFINITELY [UNANIMOUS]</b>
<b>MOVER:</b>	Antonio Henson, Board Member
<b>SECONDER:</b>	Marlene Janos, Board Member
<b>AYES:</b>	Antonio Henson, Marlene Janos, Walter Bell, Tom Doherty
<b>ABSENT:</b>	David Grayson

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

**VI. Adjourn**

Antonio Henson motioned to adjourn the meeting at 7:22 pm, seconded by Tom Doherty, the vote was unanimous, 4-0.