

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

**Wednesday, May 28, 2025
6:30 PM**

2nd Floor Conference Room

Historic Preservation Commission

Gene Ramsay, Chairman

Chuck Kays

Ashley Lyons

Pam Hopper

Mark Ward

A. Call to Order

Attendee Name	Title	Status	Arrived
Gene Ramsay	Chairman	Absent	
Chuck Kays	Vice Chair	Present	
Ashley Lyons	Board Member	Present	
Pam Hopper	Board Member	Present	
Mark Ward	Board Member	Present	

The Historic Preservation Commission was called to order at 6:30 PM by Vice Chair Chuck Kays

B. Approval of Previous Meetings Minutes

Historic Preservation Commission - Mar 26, 2025, 6:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ashley Lyons, Board Member
SECONDER:	Mark Ward, Board Member
AYES:	Ramsay, Kays, Lyons, Hopper, Ward

C. Old Business

No discussion

D. New Business

1. 25-7334: COA2025-011 80 Wingo St

The case was presented by City of Norcross Staff Member Jalia Killings, Planner, GIS-Sustainability. Staff Member Killings gave a brief overview of the project and reviewed the application as well as agenda packet.

Former owner of the property shared that it was the site of the first telephone exchange; and there was a sign front but was stolen and is no longer there; HPC would like a plaque to include historical information on the property including the first telephone exchange

Applicant, Jim Eyre, shared that the project site's intended use is for a commercial office space or retail boutique; that the property had been converted into a 3 unit apartment; and the front door is original

Vice Chair Kays asked about patron access to the entrance of the property; and applicant shared that ideally it would be through the City's lot, lot behind Zapatas and Iron Horse; as well as they may or may not use 94 Wingo St (neighboring property) driveway
 Applicant also shared that Gutters and downspout will be white; Roof will be dark grey or black; Exterior will be Alabaster white; lower façade will be grey to match existing; Windows will match existing; Porch colors will match existing and porch roof will be a light blue underneath;

Applicant shared that Porch floor to the ground ranges 20 - 40 inches depending on where you stand and to abide by code railing will be on the right side; railing on the left is not needed, as a ADA compliant wheelchair ramp is proposed to be installed.

Parking for 80 Wingo and neighboring property, 94 Wingo Street, will be located in the back. Application proposes that both properties will have a ADA parking space in the front; Entrance to the parking lot will be from Wingo St, utilizing the existing driveway at 94 Wingo Street for patrons to park behind the properties;

Applicant also shared that the lot behind both properties at Wingo Street are a temporary lot until the City moves on plans to build a permanent lot expanding parking and connecting parking lots at City Hall, Zapatas (restaurant), and Iron Horse Tavern (bar)

Staff recommended approval with conditions for the project. Staff shared that edits to the original recommendation in the packet were made and reviewed them at the meeting. Edits made were the following:

Condition #1 now reads:

1. Applicant shall correct or modify and submit any outstanding, missing or inconsistent documentation, which may require submitting a separate Certificate of Appropriateness application to be reviewed by the HPC and/or Staff at a later date. Staff noted additional proposed changes to the front façade not explicitly listed in the application that will need to be reviewed for approval. Paint colors exempt subject to Board recommending Administrative approval.

and the following note was added:

Note: Proposed ramp and railing will need a separate administrative Certificate of Appropriateness (COA)

Staff recommended approval of the project with the following conditions:

1. Applicant shall correct or modify and submit any outstanding, missing or inconsistent documentation, which may require submitting a separate Certificate of Appropriateness application to be reviewed by the HPC and/or Staff at a later date. Staff noted additional proposed changes to the front façade not explicitly listed in the application that will need to be reviewed for approval. Paint colors exempt subject to Board recommending Administrative approval.
 2. The applicant shall conform to the elevations in terms of design, materials, and color submitted as part of this application.
 3. 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 is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Historic Preservation Commission approval.
 4. Any changes from the Historic Preservation Commission approved component shall follow established procedures and may require additional public hearings.
 5. A final Historic Preservation Commission inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.
 6. Applicant shall include a plaque installed on the front of the building to be consistent with other downtown properties utilized for commercial business. Text shall be determined by applicant and Historic Preservation Commission.
- Note: Proposed ramp and railing may need a separate administrative Certificate of Appropriateness (COA)
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RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
MOVER:	Chuck Kays, Vice Chair
SECONDER:	Pam Hopper, Board Member
AYES:	Chuck Kays, Ashley Lyons, Pam Hopper, Mark Ward
ABSENT:	Gene Ramsay

2. **25-7335: COA 2025-012 94 Wingo St**

The case was presented by City of Norcross Staff Member Jalia Killings, Planner, GIS-Sustainability. Staff Member Killings gave a brief overview of the project and reviewed the application as well as agenda packet.

Hopper encouraged applicant to preserve the windows of the property and asked if they were "wavy glass windows"

Applicant, Jim Eyre, shared that the property's front door is a replacement, but a back door may be original and may move to front

Exterior will be Alabaster White;

Existing green color on the sides of the lower level of exterior will be extended all around and replace the existing red on the lower rear of property.

Staff added plaque to conditions for 80 and 94 Wingo Street, and thus did a new motion for the updated approval with conditions for 80 Wingo Street.

Motion to approve to approve project COA2025-011 at 80 Wingo St with updated conditions and addition of condition for the installation of plaque to be consistent with other properties in the downtown area was made by Vice Chair Kays and seconded by Board member Hopper.

Staff recommended approval for the project at 94 Wingo Street with the following conditions:

1. Applicant shall correct or modify and submit any outstanding, missing or inconsistent documentation, which may require submitting a separate Certificate of Appropriateness application to be reviewed by the HPC and/or Staff at a later date. Staff noted additional proposed changes to the front façade not explicitly listed in the application that will need to be reviewed for approval. Paint colors exempt subject to Board recommending Administrative approval.
2. The applicant shall conform to the elevations in terms of design, materials, and color submitted as part of this application.
3. 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 is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Historic Preservation Commission approval.
4. Any changes from the Historic Preservation Commission approved component shall follow established procedures and may require additional public hearings.
5. A final Historic Preservation Commission inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.
6. Applicant shall include a plaque installed on the front of the building to be consistent with other downtown properties utilized for commercial business. Text shall be determined by

applicant and Historic Preservation Commission.

Note: Proposed ramp and railing may need a separate administrative Certificate of Appropriateness (COA)

RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
MOVER:	Pam Hopper, Board Member
SECONDER:	Mark Ward, Board Member
AYES:	Chuck Kays, Ashley Lyons, Pam Hopper, Mark Ward
ABSENT:	Gene Ramsay

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

Board Member Hopper asked about the damage on the roof of the Women’s Club as well as the idea to constitute a small parking lot behind the building.

Visioning Session Discussion: The HPC decided to schedule a meeting at their July regular meeting on July 23rd at 6:30PM

Board Member Hopper recommended Edie Rheim for consideration to serve on HPC

A motion was made to schedule a Visioning Session:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Vice Chair Kays
SECONDER:	Board member Lyons
AYES:	Lyons, Hopper, Kays, Ward
ABSENT:	Gene Ramsay

F. Adjourn

The meeting was closed at 7:06 PM with the motion by Board member Hopper, and seconded by Board member Ward.