

# City of Norcross

65 Lawrenceville Street  
Norcross, GA 30071



## Meeting Agenda

Tuesday, June 17, 2025  
6:00 PM

2nd Floor Conference Room  
**Architectural Review Board**

*Jeff Hopper, Chair*

*Cindy Flynn*

*Naim Harrison*

*Bill McLees*

*Barbara Grayson*

**A. Call to Order**  
**PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES**

**B. Approval of Previous Meeting Minutes**

[Architectural Review Board - Architectural Review Board - May 20, 2025, 6:00 PM](#)

**C. Unfinished Business**

1. [25-7330](#)      **COA2025-009 2301 Marshes Glenn Dr**

Add zinc roof to existing front porch

[COA2025-009 Staff Report - Revised DRE 5.14.25](#)

[COA2025-009 Application](#)

[Memo for 6172025 ARB Minutes](#)

**D. New Business**

1. [25-7366](#)      **COA2025-019 444 West Peachtree Street**

Additions to an existing place of worship

[COA2025-019 Staff Report](#)

[COA2025-019 Application](#)

2. [25-7367](#)      **Coa2025-023 2971 Queens Court**

Extension of an existing front porch.

[COA2025-023 Staff Report](#)

[COA2025-023 Application](#)

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

**F. Adjourn**

Signed by \_\_\_\_\_ **Jeff Hopper, Chair**

Signed by \_\_\_\_\_ , **LeDarius Scott, Senior Planner**

# City of Norcross

65 Lawrenceville Street  
Norcross, GA 30071



## Meeting Minutes

Tuesday, May 20, 2025  
6:00 PM

2nd Floor Conference Room  
**Architectural Review Board**

*Jeff Hopper, Chair*  
*Cindy Flynn*  
*Naim Harrison*  
*Bill McLees*  
*Barbara Grayson*

Minutes Acceptance: Minutes of May 20, 2025 6:00 PM (Approval of Previous Meetings Minutes)

**A. Call to Order**

Architectural Review Board was called to order at 6:00 PM by Chair Jeff Hopper

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chair	Present	
Cindy Flynn	Vice Chair	Present	
Naim Harrison	Board Member	Present	
Bill McLees	Board Member	Present	
Barbara Grayson	Board Member	Present	

**B. Approval of Previous Meeting Minutes**

Architectural Review Board - Architectural Review Board - Apr 15, 2025, 6:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Barbara Grayson, Board Member
<b>AYES:</b>	Hopper, Flynn, Harrison, McLees, Grayson

**C. Unfinished Business**

**D. New Business**

**1. 25-7327: COA2025-003 633 Sunset Drive**

Motion

A motion to approve with conditions, application COA2025-003, at 633 Sunset Drive, a detached garage with an accessory dwelling unit:

1. Paint color to match house paint color.
2. Left elevation: 3 over 1 windows on first floor.
3. Right elevation: Replace two doors with 3 over 1 windows.
4. Right elevation: Door installed at center of patio with steps leading off patio.
5. Columns to match house columns in size and color.
6. 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 Architectural Review Board approval.
7. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
8. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Naim Harrison, Board Member
<b>AYES:</b>	Hopper, Flynn, Harrison, McLees, Grayson

**2. 25-7328:COA2025-007 307 Academy Street**

Motion

Minutes Acceptance: Minutes of May 20, 2025 6:00 PM (Approval of Previous Meetings Minutes)

A motion to approve with conditions, application COA2025-007 (307 Academy Street, an addition to an existing home and new garage attached via breezeway:

1. Columns to be 10x10.
2. 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 Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
4. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Naim Harrison, Board Member
<b>AYES:</b>	Hopper, Flynn, Harrison, McLees, Grayson

3. **25-7329: COA2025-008 296 Sunset Drive**

Motion

A motion to approve with conditions, application COA2025-008 (296 Sunset Drive, a detached garage with an accessory dwelling unit, and converting an existing deck into a screen porch:

1. 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 Architectural Review Board approval.
2. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Naim Harrison, Board Member
<b>AYES:</b>	Hopper, Flynn, Harrison, McLees, Grayson

4. **25-7330: COA2025-009 2301 Marshes Glenn Dr**

<b>RESULT:</b>	<b>TABLED SENT TO [UNANIMOUS]</b>
	<b>Next: 6/17/2025 6:00 PM</b>
<b>TO:</b>	Architectural Review Board
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Naim Harrison, Board Member
<b>AYES:</b>	Hopper, Flynn, Harrison, McLees, Grayson

Minutes Acceptance: Minutes of May 20, 2025 6:00 PM (Approval of Previous Meetings Minutes)

5. **25-7331: COA2025-10 479 Holcomb Bridge Rd**

Motion

A motion to approve with conditions, application COA2025-010, 479 Holcomb Bridge Road:

- Front Porch Addition
- Existing carport will be enclosed to become a garage, and new driveway will be constructed
- Basement will be renovated in place to add a bedroom/flex space and a bath.
- A 2,000 square foot second floor will be added.
- The new house will have 5 bedrooms, 4 baths on the top 2 level and an optional 6th
- bedroom and additional bath in the basement.

Conditions:

1. Rear deck (if needed) to be black metal railing.
2. 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 Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
4. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Naim Harrison, Board Member
<b>AYES:</b>	Hopper, Flynn, Harrison, McLees, Grayson

6. **25-7332: COA2025-013 293 Academy Street**

Motion

A motion to approve with conditions application COA2025-013, 293 Academy Street a consideration of a sunroom and covered patio addition:

1. Columns to be 10x10.
2. Turn down slab.
3. Stone for outdoor chimney.
4. Roof to match existing house.
5. 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 Architectural Review Board approval.
6. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
7. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

Minutes Acceptance: Minutes of May 20, 2025 6:00 PM (Approval of Previous Meetings Minutes)

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Naim Harrison, Board Member
<b>AYES:</b>	Hopper, Flynn, Harrison, McLees, Grayson

**7. 25-7333: COA2025-015 250 West Peachtree Street**

Motion

A motion to approve with conditions, application COA2025-015, 250 West Peachtree Street, front porch, garage door replacement, and new paint color for an existing single-family residence:

1. Sage green paint color for dormers, gable over garage, right, left, and rear elevations.
2. Columns to be 8x8 and white.
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 Architectural Review Board approval.
4. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
5. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Naim Harrison, Board Member
<b>AYES:</b>	Hopper, Flynn, Harrison, McLees, Grayson

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

**F. Adjourn**

Chair Jeff Hopper motioned to adjourn the meeting at 8:03 PM, seconded by Board member Naim Harrison. The vote was unanimous.

Minutes Acceptance: Minutes of May 20, 2025 6:00 PM (Approval of Previous Meetings Minutes)



**Department of Community Development**

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TO: Architectural Review Board  
FROM: Ledarius Scott  
DATE: June 17, 2025  
SUBJECT: COA2025-009 2301 Marshes Glenn Dr  
CC:

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



Meeting Date: 05/20/2025 at 6:00 PM

Petition Number: COA2025-009

Project Type:

Residential

Property Location:

2301 Marshes Glenn Dr

Tax Parcel ID:

6224 126

Petitioner:

Orley Gutierres

Petitioner's Request:

Add zinc roof to existing front porch

**Vicinity Map:**



Attachment: COA2025-009 Staff Report - Revised DRE 5.14.25 (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)

PROPERTY INFORMATION	
Property Location	2301 Marshes Glen Dr, Norcross GA 30071
Acreage:	Approximately 0.21 Acres
Existing Lot Dimensions:	Frontage: Approximately 70' along Marshes Glen Dr
Topography:	High Point: 974 Front Right Corner Low Point: 960 Back Left Corner
Encumbrances:	N/A

**Project Description**

The applicant seeks to add a 22-foot-long flat roof, ranging from 5.4 ft. to approximately 9 ft. over an existing concrete porch.

**Site Plan/Property Plan**



Attachment: COA2025-009 Staff Report - Revised DRE 5.14.25 (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)

## Changes Proposed

### Front Elevation:

- Paint existing support column black
- Adding 2 support columns - dimensions 6" X 6" X 8", match existing - painted black
- Adding flat roof to existing – Made of zinc plates and painted black

### Right Side Elevation:

- The front right column will be seen from the side- dimensions 6" X 6" X 8", painted black
- Flat roof for existing porch, can also be seen from the right side – Made of zinc plates and painted black to match existing siding

Current Front Elevation

C.1.a



Attachment: COA2025-009 Staff Report - Revised DRE 5.14.25 (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)

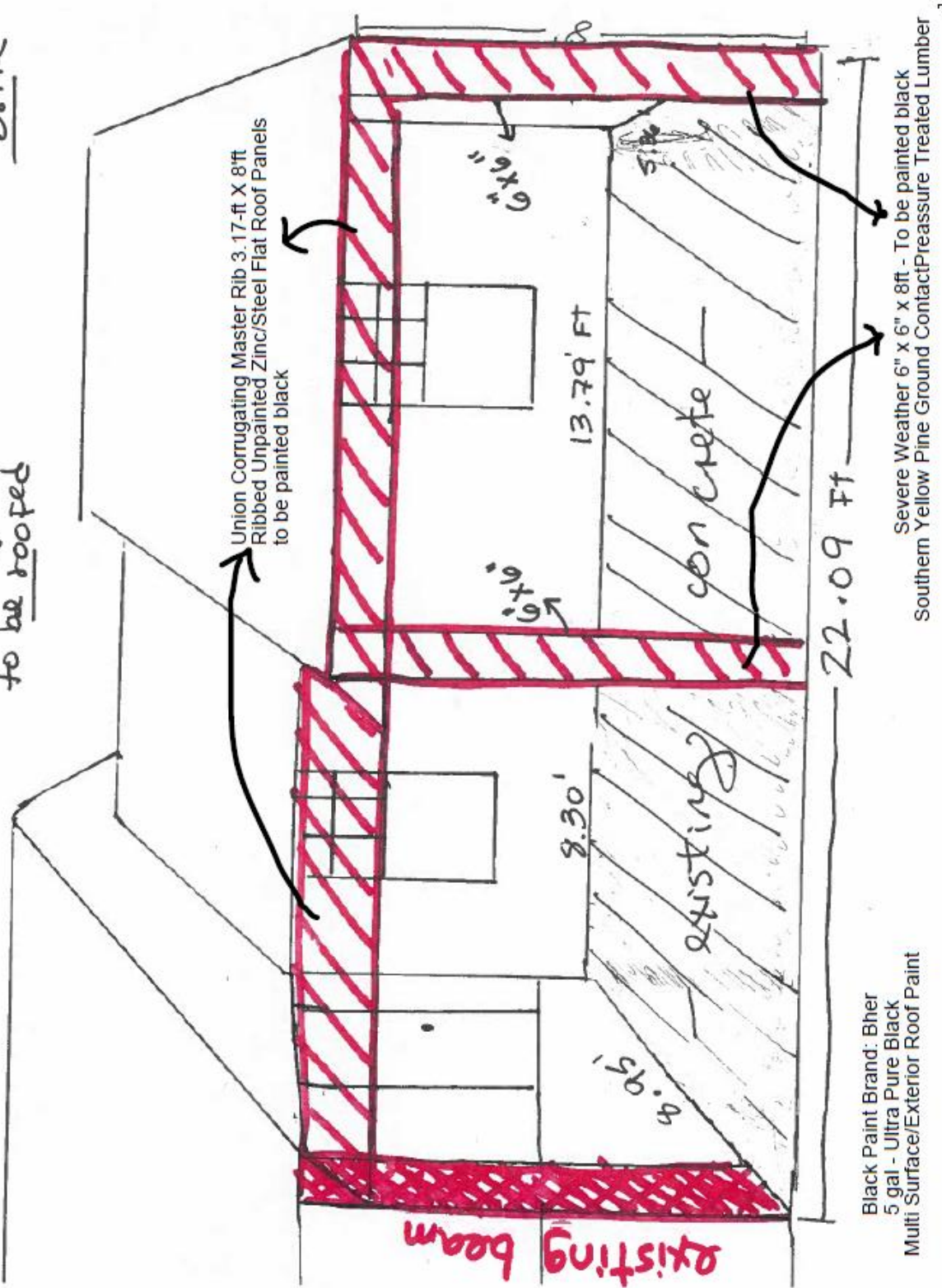


Attachment: COA2025-009 Staff Report - Revised DRE 5.14.25 (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)

**Proposed Front Elevation:**

2301 Marshes Gl  
Drive

147.78 sq ft  
to be roofed



Black Paint Brand: Bher  
5 gal - Ultra Pure Black  
Multi Surface/Exterior Roof Paint

Severe Weather 6" x 6" x 8ft - To be painted black  
Southern Yellow Pine Ground Contact/Pressure Treated Lumber

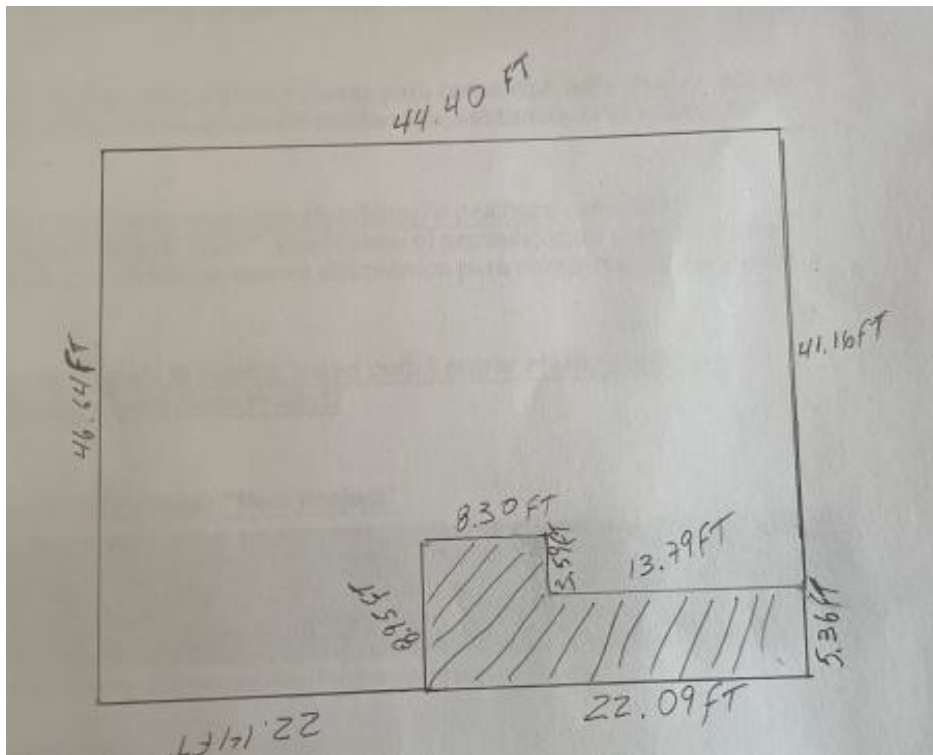
Attachment: COA2025-009 Staff Report - Revised DRE 5.14.25 (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)

**Roof Aerial View**



**Proposed Dimensions**

**Insert A**



ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Roof Façade		
Façade: First	To be painted Black	Zinc/Steel Panels
Primary Façade:	Black	Behr Paint
Primary Façade: Third	Black	2 Wooden Columns
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:		
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-009 Staff Report - Revised DRE 5.14.25 (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors		
Trim		
Mortar		
Gutters		
Corner Board		
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns	Black	Behr Paint.
Other Architectural Features	Roof/Black	Behr Paint
Other Architectural		

Attachment: COA2025-009 Staff Report - Revised DRE 5.14.25 (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)

**Materials**

**Union Corrugating Master Rib 3.17-ft x 8-ft Ribbed Unpainted Zinc/Steel Roof Panel(s)**



To be Painted Black - roof will be flat/not inclined

5 gal - Ultra Pure Black Flat Multi-Surface Exterior Roof Paint by BEHR



**Severe Weather 6-in x 6-in x 8-ft - Southern yellow pine Ground contact Pressure Treated Lumber**

To be Painted Balck to match existing house



### Recommendations

Although roofs constructed of metal materials are not prohibited in residential districts, Staff would prefer a more quality material that enhances the character of the home. Therefore Staff recommends the **denial** of the submitted application, with redesign to meet the following conditions:

1. The roof to be added must match existing roof structure in both color, materials and style on all elevations.
2. The applicant is reminded that this decision 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 Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
4. A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address: <i>2301 Marshes Glen Dr Norcross, GA 30071</i>	Lot #	Tax Parcel ID:	
LANDOWNER OF RECORD			
<b>If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.</b>			
Name: <i>ORLEY GUTIERRES</i>	Phone:		
Address:	City:	State:	Zip Code:
APPLICANT			
Applicant Name: <i>Orley GUTIERRES</i>	Phone: <i>476-710-8535</i>		
Company Name:	Email: <i>nosleidys@gmail.com</i>		
Address: <i>2301 Marshes Glenn Dr</i>	City: <i>Norcross</i>	State: <i>GA</i>	Zip Code: <i>30071</i>
DESCRIPTION OF PROJECT			
Project Type <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other project			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed:			
<i>Adding roof to existing porch. roof to be made of zinc, painted in black and supported by 6"x6" wooden beams.</i>			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please list the board and reference number:			
_____			
OWNER'S SIGNATURE			
Signature: <i>Orley</i>	Date: <i>4-8-25</i>		
<b>NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.</b>			

Attachment: COA2025-009 Application (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

<b>Foundation Type: (Circle One)</b>		
Slab	Crawl Space	Basement
<b>Building Dimensions:</b>		
Width:	Length:	Height:*
<b>Area Dimensions:</b>		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch: 147.78 sq ft	Rear Porch:
Patio:	Garage:	
<b>Primary Roof System: (Circle One)</b>		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
<b>Roof Pitches:</b>		
Primary Roof Pitch: Flat Roof / no inclination.		
Secondary Roof Pitch:		
Additional Roof Pitch:		
<b>Floor and Elevation Plan information to be included on each</b>		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
<b>Site Plan and Landscape Plan information to be included on each</b>		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		

Attachment: COA2025-009 Application (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
 65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	To be painted Black	Zinc/Steel Panels
Primary Façade:	Black	Behr Paint
Primary Façade: Third	Black	2 Wooden Columns
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:		
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-009 Application (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors		
Trim		
Mortar		
Gutters		
Corner Board		
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns	Black	Behr Paint.
Other Architectural Features	Roof/Black	Behr Paint
Other Architectural		

Attachment: COA2025-009 Application (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)




# City of Norcross

65 Lawrenceville Street, Norcross, Georgia 30071

## Home Owner Waiver

The undersigned hereby applies for consideration as a property owner desiring to perform construction on their residence. In making this request for a "home owner" permit, the undersigned states the following to be true:

- A. Applicant resides or intends to reside on premises.
- B. Property described in the permit application is currently owned by applicant.
- C. Applicant will serve as the building contractor and accept responsibility for the work authorized by the approved permit.
- D. Applicant agrees to hire licensed contractors for any work that is further sub-contracted. All plumbing, electrical and HVAC work requires a sub-contractor affidavit, business license and trade card filed with the Community Development Department. The affidavit must be submitted by either the trade card holder or an authorized agent with an accompanying notarized letter of authorization.
- E. Applicant agrees to perform all work in accordance with all applicable codes and strictly adhere to the inspection requirements. Undersigned acknowledges that all required inspections must be performed in an established sequence and that any work done in violation of the codes must be corrected or may be ordered removed.
- F. Applicant acknowledges that they are aware that a permit issued under the provisions of the code may be revoked for false statements or misrepresentation.
- G. Applicant further acknowledges that they are aware that knowingly false statements made in the permit application will subject said applicant to possible prosecution. Georgia Criminal Code, Section 16-10-71 (False Swearing)

Applicant's Signature:  Date: 4-8-2025

Property address: 2301 Marshes Glenn Dr Norcross, Georgia

Type of work to be performed: Add roof to existing porch

Attachment: COA2025-009 Application (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)



## Memo

**To:** The Norcross Architectural Review Board

**From:** LeDarius Scott, Senior Planner

**cc:** Deborah Rogoff-Ezra, Community Development Director

**Date:** 6/10/2025

**Re:** A request to table five (5) COA applications

Architectural Review Board,

Staff is requesting that four (4) certificate of appropriateness applications which were set to be heard at the June 17, 2025 meeting be tabled until sufficient building plans are provided by the respective applicants. These four cases will be readvertised once staff receives proper building plans to review. Those cases are listed below,

- COA2025-009
- COA2025-016
- COA2025-018
- COA2025-024

The fifth case, COA2025-021, can be tabled specifically to the July 15, 2025 meeting. The applicant notified planning staff on June 9, 2025 that he would be unable to attend the June 17, 2025 meeting.

Sincerely,

LeDarius Scott, Senior Planner

City of Norcross



**Department of Community Development**

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TO: Architectural Review Board  
FROM: Ledarius Scott  
DATE: June 17, 2025  
SUBJECT: COA2025-019 444 West Peachtree Street  
CC:

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



Meeting Date: 06/17/2025 at 6:00 PM

Petition Number: COA2025-019

Project Type:

Additions to an existing place of worship

Property Location:

444 West Peachtree Street

Tax Parcel ID:

6254 003

Petitioner:

Cesar Morales

Petitioner's Request:

Additions to an existing place of worship

Vicinity Map:



Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)

PROPERTY INFORMATION	
<b>Property Location</b>	444 West Peachtree Street
<b>Acreage:</b>	0.97 acres
<b>Existing Lot Dimensions:</b>	Lot frontage along West Peachtree Street: Approximately 263 Feet Lot Depth: Approximately 184 feet
<b>Existing Building Dimensions:</b>	N/A
<b>Topography:</b>	High Point: 1026 Low Point: 1012
<b>Elevation:</b>	High Point: Southeast Low Point: Northwest
<b>Encumbrances:</b>	N/A

**Project Description**

The applicant seeks to add 1,408 square feet to the original sanctuary and replace the existing front porch and canopy with a new larger porch and canopy with four (4) supporting columns. The 1,408 square foot addition is a part of a renovation project where the basement level will include office space, dining, a kitchen, and a multipurpose room. The main level will be the renovated sanctuary which includes 156 seats, a stage, upper pulpit, and sound room.

The property is currently zoned M1-Light Industry and per UDO section 201-26, the M1 lot development standards call for building height to comply with the comprehensive plan character area. The property is situated in Character Area 5-Hopewell Woods, which prescribes building heights to be no more than 35 feet. Staff will review the building height in more detail during the building permit stage. It is also important to note that lot development standards for M1 call for a 50-foot rear setback if the subject property is abutting a residential district. To the north of the subject property is Hopewell Baptist Church, which is zoned R75. The site plan as presented shows compliance with the applicable building setbacks.

**Site Plan and Floor Plan**

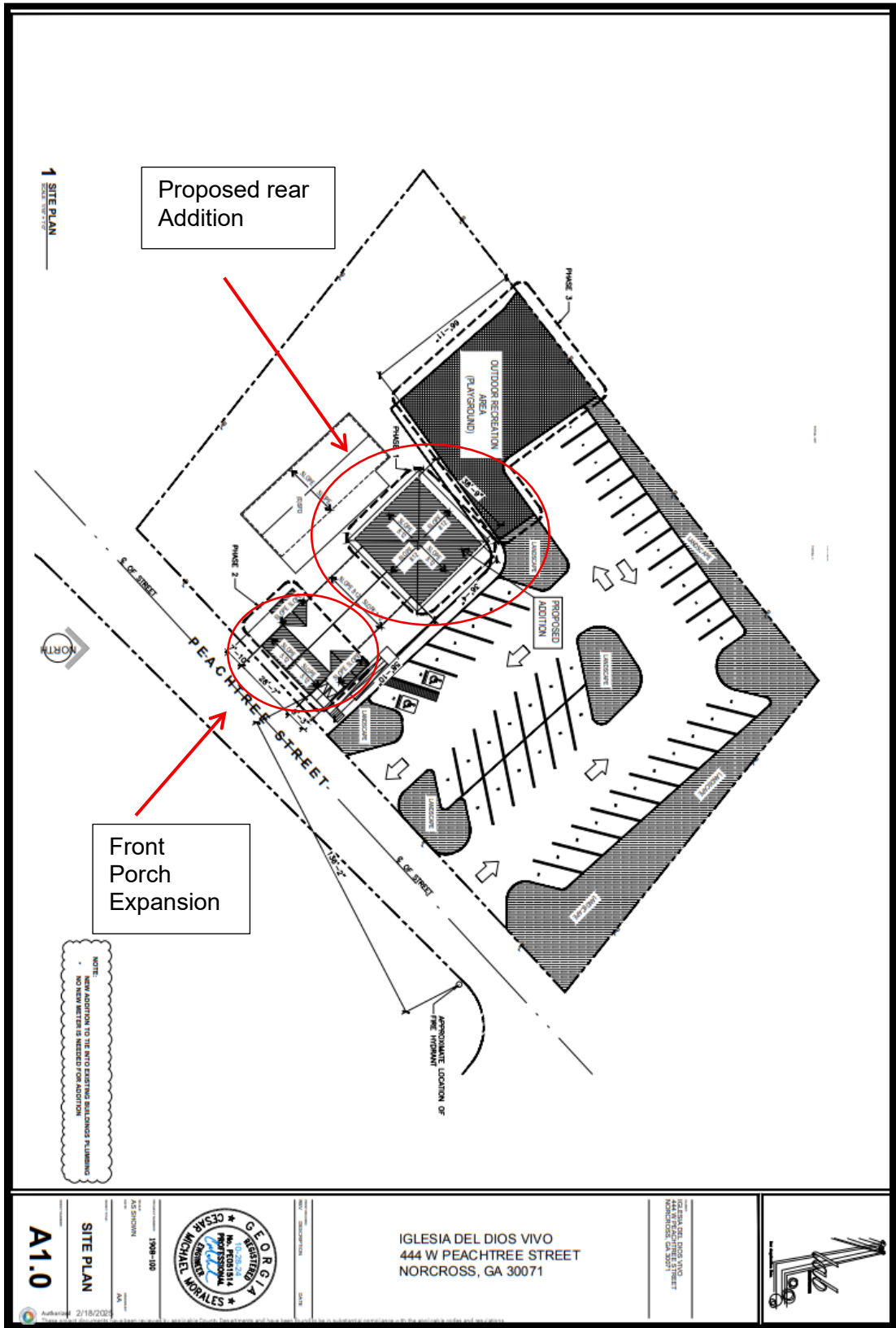
The applicant’s site plan shows the existing conditions of the site, which includes two buildings, 44 surface level parking spaces, interior islands, and perimeter landscaping. The proposed addition, which has a footprint square footage of approximately 1,408 square feet, is located to the rear of the existing church building. Full detail of floor plans and layouts are provided in the packet.

**Landscape Plan**

The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance.

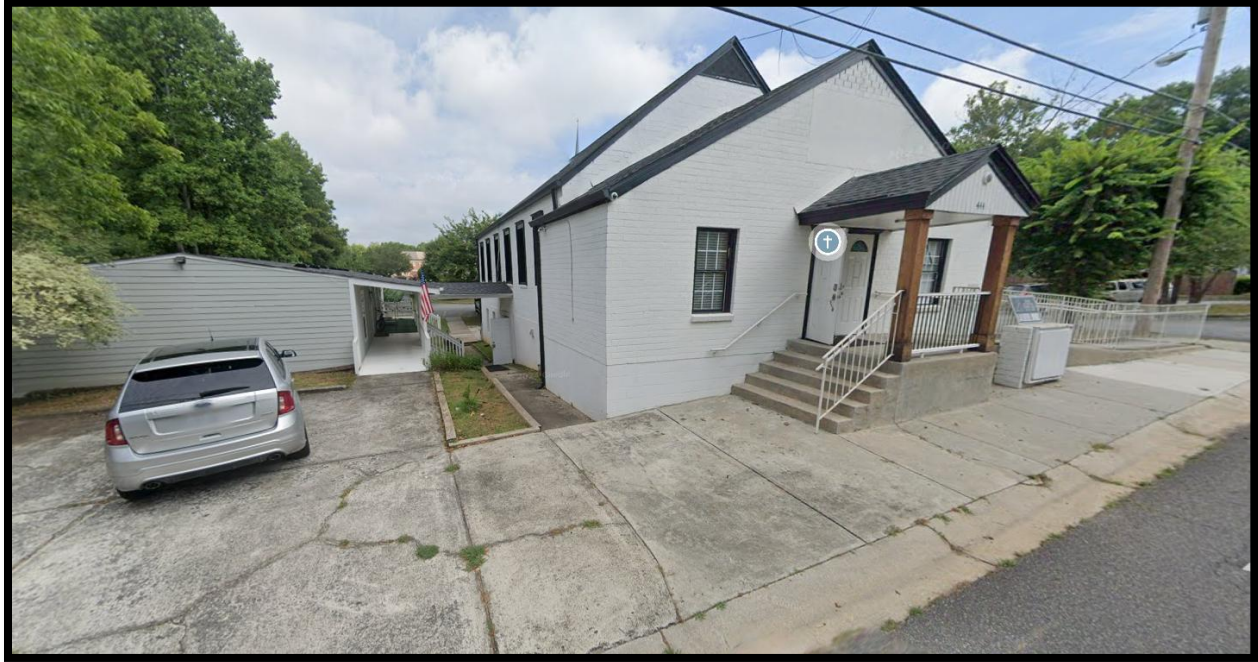
Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)

Proposed Site Plan

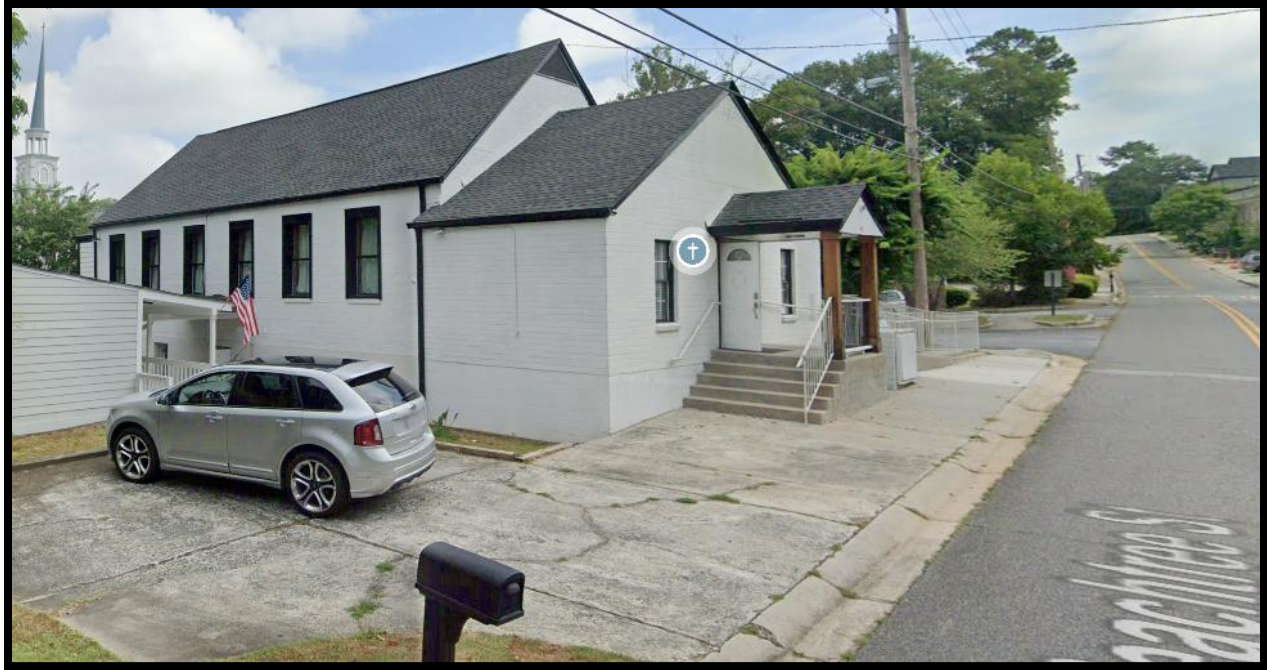


Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)

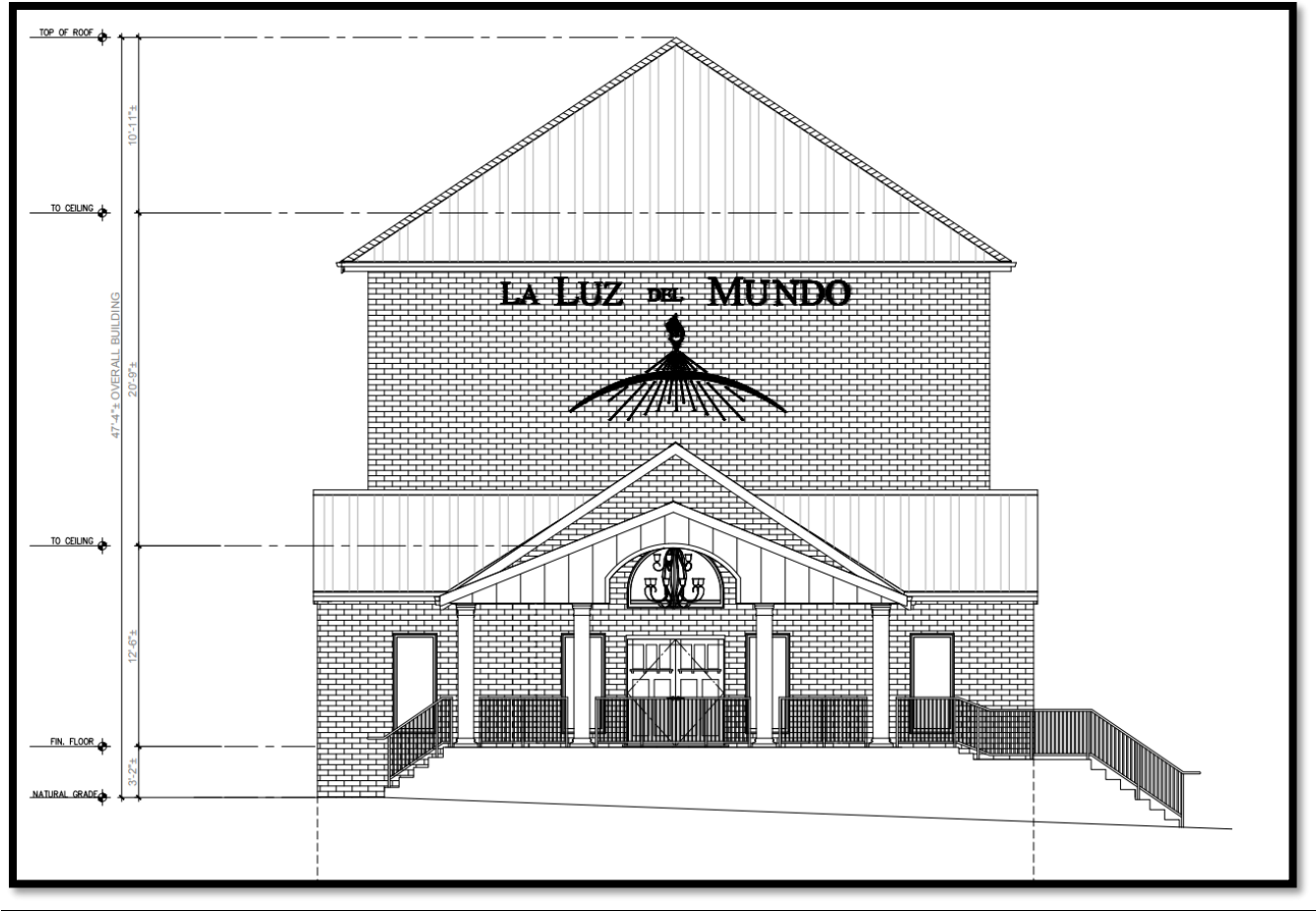
**Existing Conditions**



Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)



**Discussion Item for Existing Conditions:** Will the façade of the existing building be repainted to match the proposed addition?

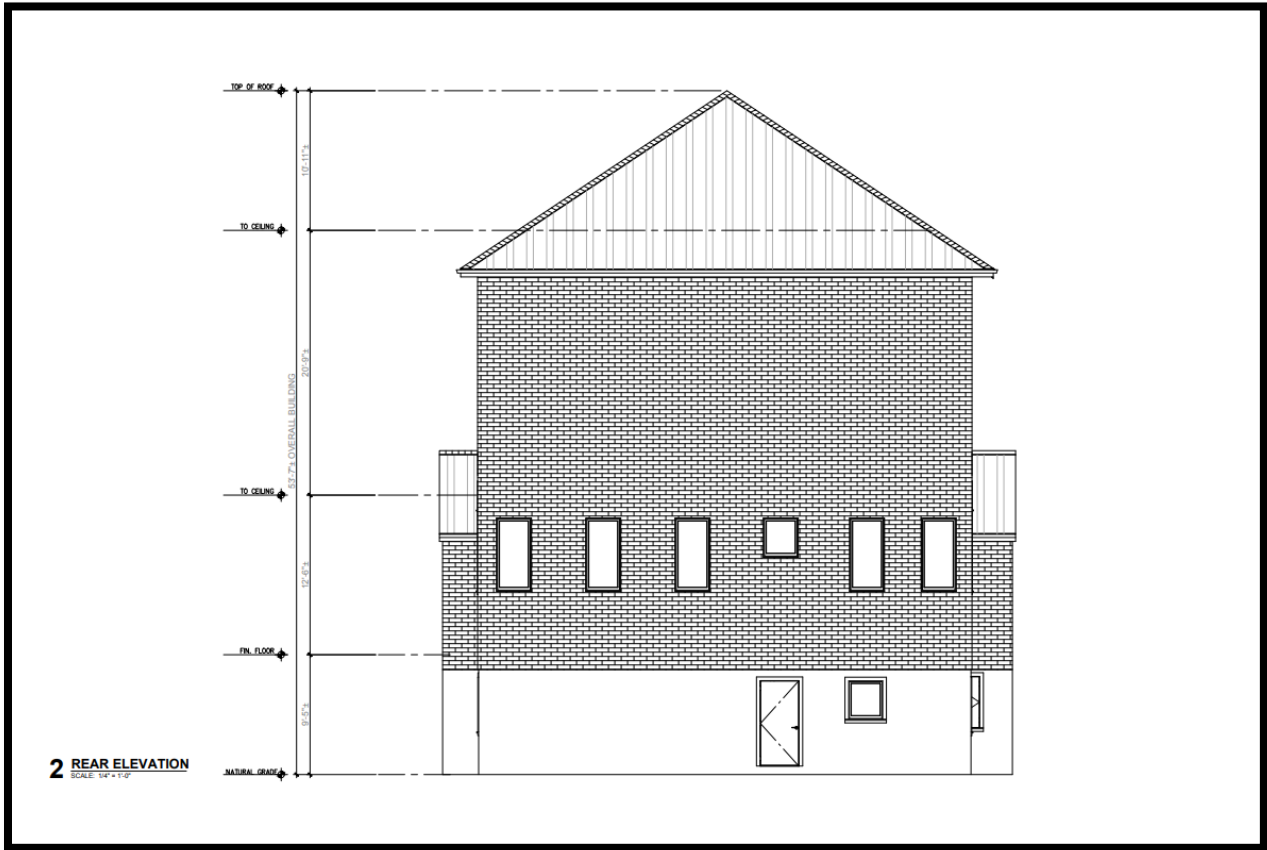


**Description of Front Elevation:** The proposed front elevation shows the existing building with a new larger porch and canopy, four (4) windows, and the rear addition front facing view.

**Discussion Items for Proposed Front Elevation:** What are the columns' sizes and color? What is the material and color of the railings? Are the front doors new? Should the new addition side that faces the right-of-way include windows or other architectural elements? What size are the windows?

Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)

### Proposed Rear Elevation



**Description of rear elevation:** The rear elevation shows a fenestration of windows and a brick facade.

**Discussion Items for Proposed Rear Elevation:** Briefly describe the materials that are being used. To break up the expanse of brick, is more articulation needed on the rear elevation?

Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)

**Proposed Right Elevation**



**Description of Right Elevation:** The right elevation shows a brick façade, a fenestration of windows along the side of the existing building and the proposed rear addition. Railings are also on the side of the building.

**Discussion Items for Right Elevation:** Briefly describe the materials being used. Are the side railings new or existing?

Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)

**Proposed Left Elevation**



**Description of left elevation:** The left elevation shows a brick façade, a fenestration of windows along the existing building and new rear elevation.

**Discussion Item for left elevation:** Briefly describe the materials being used.

Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)

**Applicable Building Standards:**

3.7.2.4 The primary entrance of a building must be clearly defined. Architectural treatments such as canopies, overhangs or porticos may be necessary.

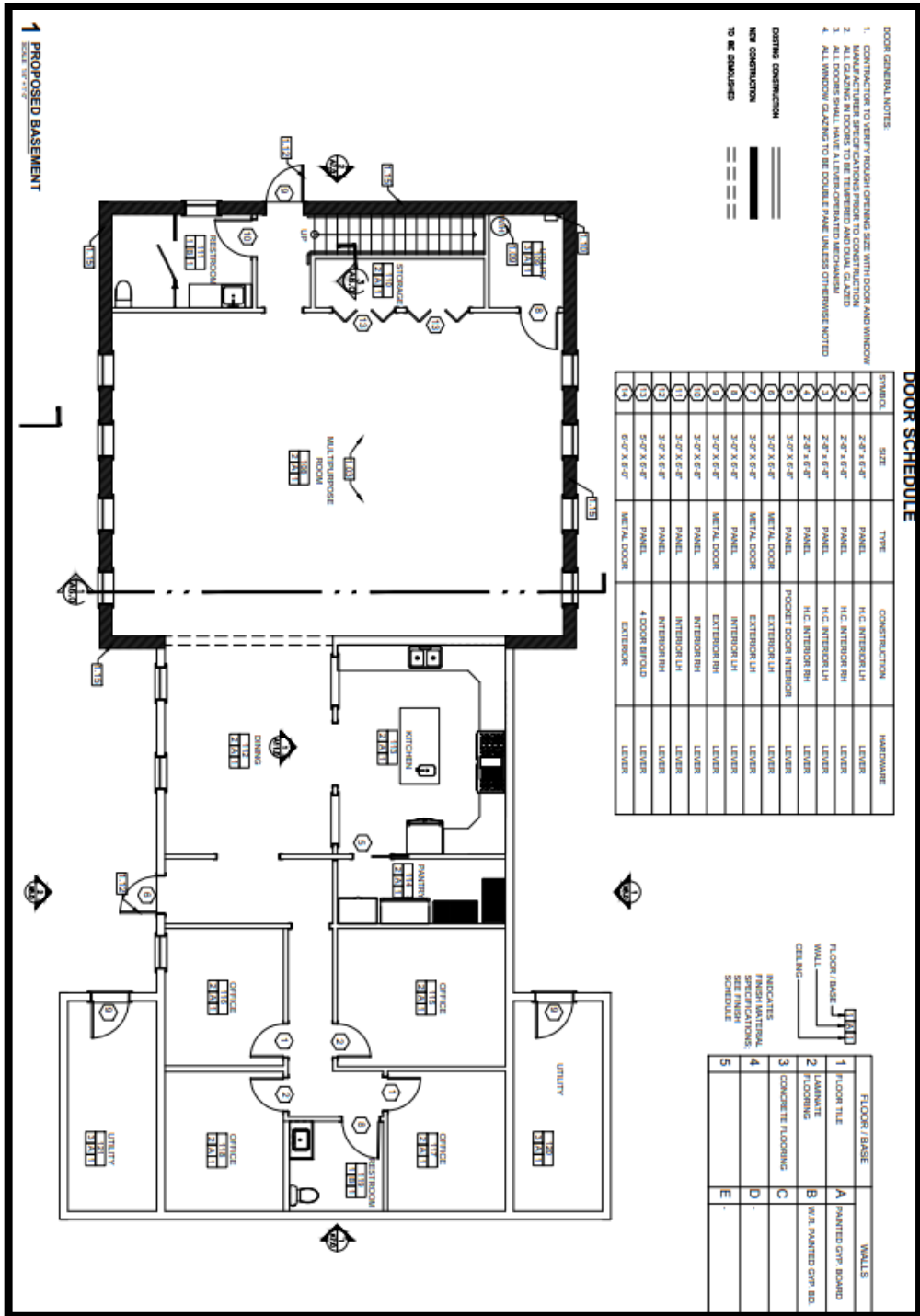
3.5.1.2 The façade of a building facing or visible from public right-of-way shall contain a combination of architectural treatments, windows, and doors such that the maximum allowable unbroken façade distance for each building or side of building visible from the right of way shall be twenty (20) feet. Such controls shall pertain to both the vertical and horizontal elevations. All commercial buildings shall have a distinguishable base and cornice for each level of building.

3.5.1.9 Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.5.1.13 Neutral traditional building color palettes are encouraged. Colors should blend with neighboring buildings.



Proposed Basement Level





### Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	TAUPE - #d6cfc4	PLASTER
Primary Façade:	TAUPE - #5f4c4e	PLASTER
Primary Façade: Third		
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:		
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

Same color for all elevations & trim.

REVISED JAN 2025

3

Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)



### Certificate of Appropriateness Application

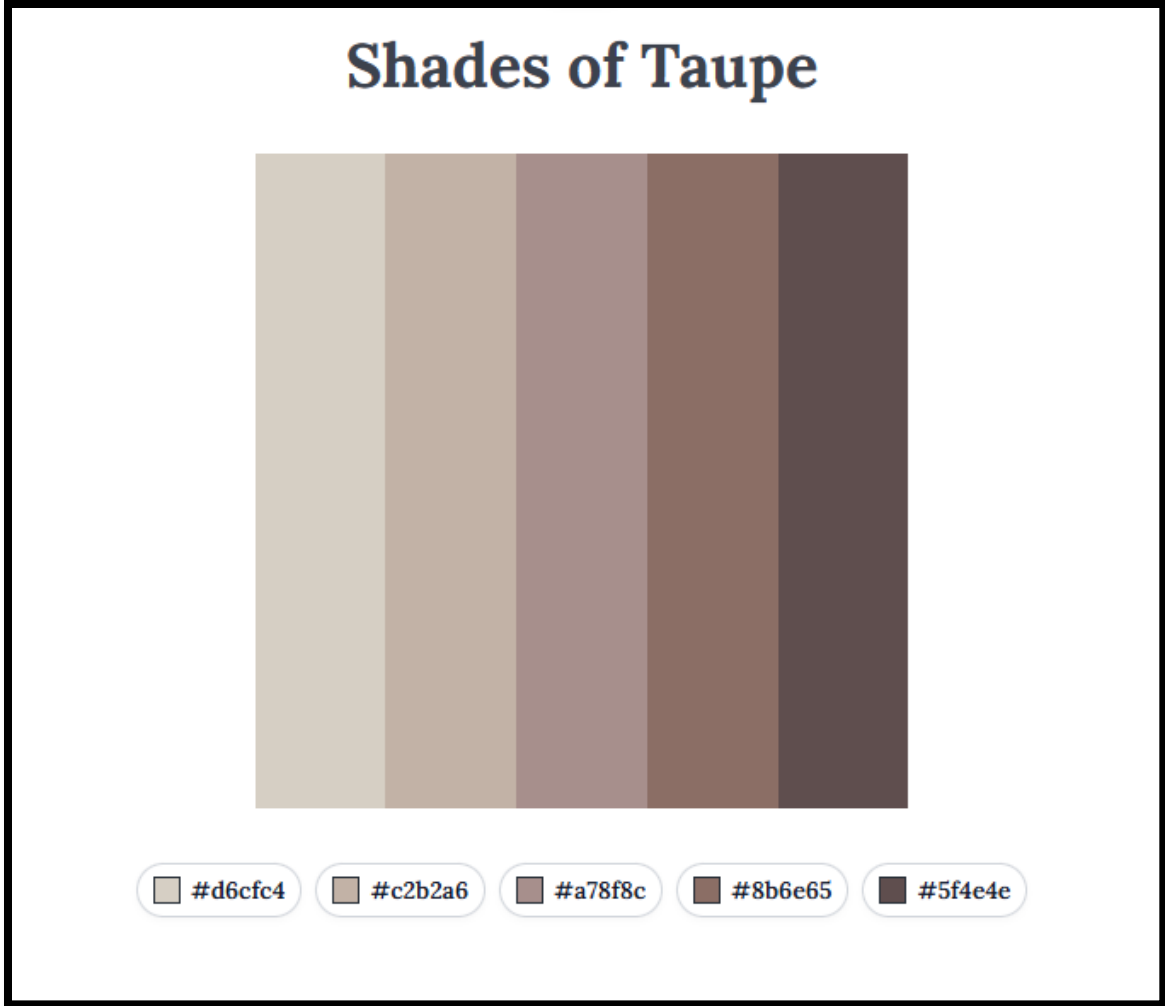
Community Development Department Phone: 678-421-2027  
 65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	TAUPE #d6cfc4	CINDER BLOCK
Garage Doors		
Trim	TAUPE #5f4e4e	WOOD
Mortar		
Gutters	TAUPE #5f4e4e	METAL
Corner Board		
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns	BRONZE DECORATIVE - TBD	
Other Architectural Features		
Other Architectural		

REVISED JAN 2025

4

Attachment: COA2025-019 Staff Report (25-7366 : Coa2025-019 444 West Peachtree Street)



**Discussion Items for Addendums and Proposed Taupe Colors:** Further clarify the bronze decorative columns; Is the masonry really cinder block? d6cfc4 and 5f4e4e are two of the five colors being used correct?

**Recommendations**

Should the ARB decide to grant approval, Staff recommends the following conditions:

1. Signage to be permitted separately.
2. 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 Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
4. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address: <b>444 W PEACHTREE ST.</b> <b>NORCROSS, GA</b>	Lot #	Tax Parcel ID: <b>6254-003</b>	
LANDOWNER OF RECORD			
If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.			
Name: <b>CESAR MORALES</b>	Phone: <b>805-354-2062</b>		
Address: <b>444 W PEACHTREE ST</b> <b>NORCROSS, GA 30071</b>	City: <b>NORCROSS</b>	State: <b>GA</b>	Zip Code: <b>30071</b>
APPLICANT			
Applicant Name: <b>CESAR MORALES</b>	Phone: <b>805-354-2062</b>		
Company Name: <b>THE LIGHT OF THE WORLD</b>	Email: <b>cesar.morales.LLDM@gmail.com</b>		
Address: <b>444 W PEACHTREE ST.</b>	City: <b>NORCROSS</b>	State: <b>GA.</b>	Zip Code: <b>30071</b>
DESCRIPTION OF PROJECT			
<b>Project Type:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Administrative			
<p>Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed:</p> <p><b>EXTEND ORIGINAL SANCTUARY AROUND 30 FEET. EXTENSION WILL BE ABOUT 20 FEET HIGHER THAN ORIGINAL ROOF HEIGHT. REPLACE PORCH AND CANOPY WITH NEW LARGER CANOPY WITH SUPPORTING COLUMNS.</b></p>			
STATEMENT			
<p>Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p style="text-align: center;">If yes, please list the board and reference number:</p> <p style="text-align: center;">_____</p>			
OWNER'S SIGNATURE			
Signature:	Date: <b>5/5/25</b>		
<p><b>NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.</b></p>			

Attachment: COA2025-019 Application (25-7366 : Coa2025-019 444 West Peachtree Street)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

Foundation Type: (Circle One)		
Slab	Crawl Space	<b>Basement</b>
Building Dimensions:		
Width: 38' 9"	Length: 97'	Height: * 53' 7"
Area Dimensions:		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch:	Rear Porch:
Patio:	Garage:	
Primary Roof System: (Circle One)		
<b>Gable ORIGINAL</b>	<b>Hip PROPOSED ROOF</b>	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch:	33.3%	
Secondary Roof Pitch:	33.3%	
Additional Roof Pitch:	21%	
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		

Attachment: COA2025-019 Application (25-7366 : Coa2025-019 444 West Peachtree Street)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
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Primary Façade: First	TAUPE - #d6cfc4	PLASTER
Primary Façade:	TAUPE - #5f4c4e	PLASTER
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Left Side:		
Right Side:		
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

Same color for all elevations  
& trim.

Attachment: COA2025-019 Application (25-7366 : Coa2025-019 444 West Peachtree Street)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
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Masonry	TAUPE # d6cfc4	CINDER BLOCK
Garage Doors		
Trim	TAUPE # 5f4e4e	WOOD
Mortar		
Gutters	TAUPE # 5f4e4e	METAL
Corner Board		
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns	BRONZE DECORATIVE - TBD	
Other Architectural Features		
Other Architectural		

Attachment: COA2025-019 Application (25-7366 : Coa2025-019 444 West Peachtree Street)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

## ARCHITECTURAL REVIEW BOARD MEETING CALENDAR

Pre-Application Submittal Deadline	Application Submittal Deadlines	ARB Meeting
12/01/2024	12/08/2024	01/21/2025
12/30/2024	01/06/2025	02/18/2025
01/27/2025	02/03/2025	03/18/2025
02/24/2025	03/03/2025	04/15/2025
03/31/2025	04/07/2025	05/20/2025
04/28/2025	05/05/2025 ✓	06/17/2025
05/26/2025	06/02/2025	07/15/2025
06/30/2025	07/07/2025	08/19/2025
07/28/2025	08/04/2025	09/16/2025
09/01/2025	09/08/2025	10/21/2025
09/29/2025	10/06/2025	11/18/2025
10/27/2025	11/03/2025	12/16/2025

## HISTORIC PRESERVATION COMMISSION MEETING CALENDAR

Pre-application Meeting Deadline	Application Submittal Deadline	Historic Preservation Commission Meeting
12/01/2024	12/08/2024	01/22/2025
01/06/2025	01/13/2025	02/26/2025
02/03/2025	02/10/2025	03/26/2025
03/03/2025	03/10/2025	04/23/2025
04/07/2025	04/14/2025	05/28/2025
05/05/2025	05/12/2025	06/25/2025
06/02/2025	06/09/2025	07/23/2025
07/07/2025	07/14/2025	08/27/2025
08/04/2025	08/11/2025	09/24/2025
09/01/2025	09/08/2025	10/22/2025
10/06/2025	10/13/2025	11/26/2025
11/03/2025	11/10/2025	12/24/2025

ARCHITECTURAL REVIEW BOARD/ HISTORIC PRESERVATIONS REVIEW FEES		
Commercial/Industrial Major Reviews	Major Project Reviews	\$500
Commercial/Industrial Reviews	Minor improvements to façade	\$150
Residential Major Review	New Residential Construction in the City or Historic District	\$150
Residential Minor/Administrative Staff Review	Minor improvements or alterations in the City or Historic District/Administrative Staff Review	\$25
Historic Demolition	Historic Demolition Review	\$500

Attachment: COA2025-019 Application (25-7366 : Coa2025-019 444 West Peachtree Street)



# Owner's Affidavit

Community Development Department Phone: 678-421-2027 65  
Lawrenceville Street Norcross, GA 30071

<b>Section I. Land Ownership</b>	
I, <u>CESAR MORALES</u> , hereby attest to ownership of the property located at <u>444 W PEACHTREE ST</u> , Parcel ID# _____ for which this Application is submitted. The Ownership, as recorded on the deed, is in the name of <u>THE LIGHT OF THE WORLD CHURCH</u>	
<b>Section II. Type of Ownership</b>	
<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> Homeowner	
Corporation/LLC/Partnership Name:	Secretary of State Registration Number:
	Registered Agent Name: <u>CESAR MORALES</u>
Provide Names of all Officers/Members/General Partners (If applicable): <u>CESAR MORALES    URIEL GALVEZ    VICTOR MELGAR</u>	
Registered Agent Address: <u>444 W. PEACHTREE ST. NORCROSS, GA. 30071</u>	Registered Agent Phone #: <u>805-354-2062</u>
<b>COMPLETE BY OWNER</b>	
As the owner of the above designated property for which this affidavit is submitted, I wish to allow <u>CESAR MORALES</u> (applicant's name) to apply for a <u>BUILDING PERMIT</u> for the address mentioned in Section I of this form. 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.	
<b>NOTARY</b>	
Owner states under oath that he/she is the owner of the property described under Section I, which is made part of this Application.	Sworn and subscribed before me this <u>5</u> day of <u>May</u> , 20 <u>25</u> .
Name: <u>CESAR MORALES</u>	Notary Public: <u>Leisy Julien</u>
Address: <u>444 W. PEACHTREE ST NORCROSS, GA 30071</u>	Seal:
City, State, Zip Code: <u>NORCROSS, GA 30071</u>	
Email address: <u>cesar.moralesLLDM@gmail.com</u>	
Phoner Number: <u>805-354-2062</u>	
Owner's signature: 	
	Commission expires: <u>2/13/2029</u>

Attachment: COA2025-019 Application (25-7366 : Coa2025-019 444 West Peachtree Street)



**Department of Community Development**

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TO: Architectural Review Board  
FROM: Ledarius Scott  
DATE: June 17, 2025  
SUBJECT: COA2025-023 2971 Queens Court  
CC:

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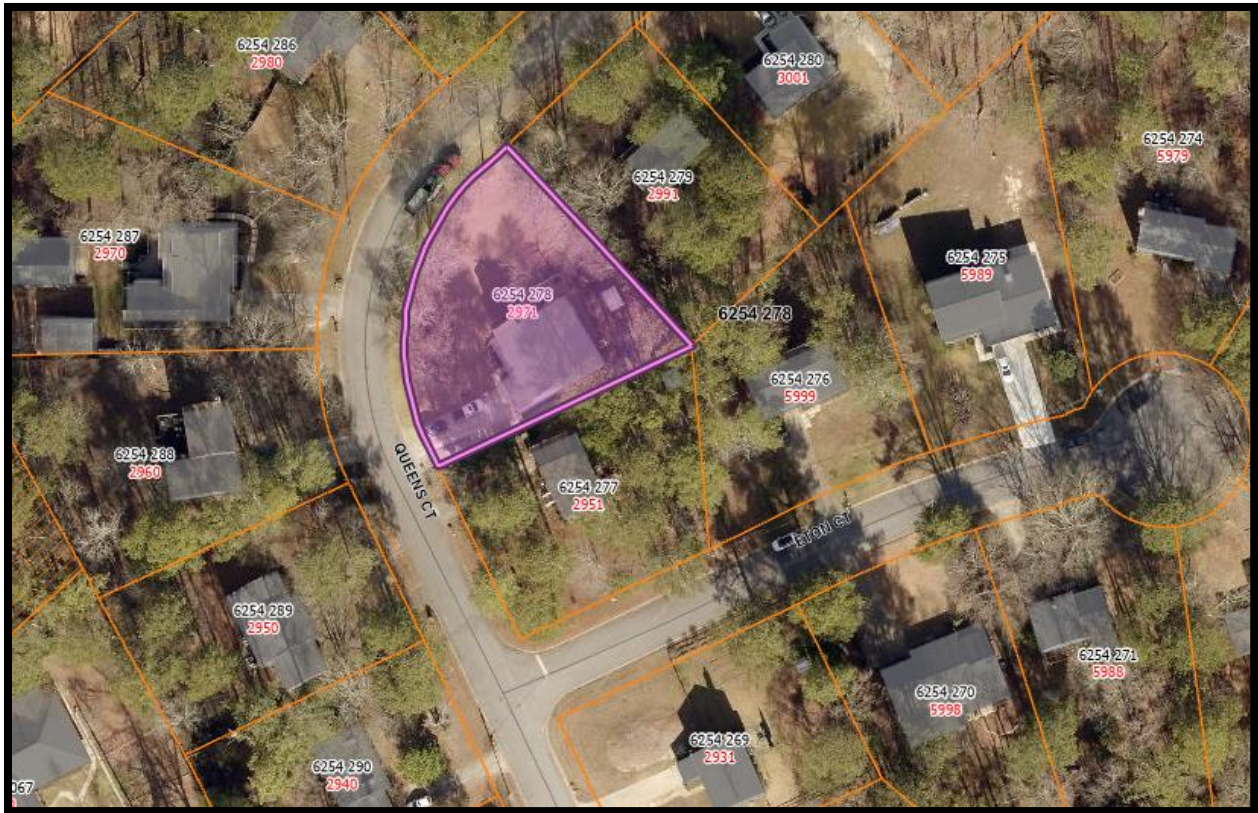
*Please review attached Staff Reports and supporting documents for submitted application.*



Meeting Date: 06/17/2025 at 6:00 PM

Petition Number: COA2025-023

Project Type:	Extension of an existing front porch
Property Location:	2971 Queens Court
Tax Parcel ID:	6254 278
Petitioner:	Adrian Rico
Petitioner's Request:	Extension of an existing front porch
Vicinity Map:	



Attachment: COA2025-023 Staff Report (25-7367 : Coa2025-023 2971 Queens Court)

PROPERTY INFORMATION	
<b>Property Location</b>	2971 Queens Court
<b>Acreage:</b>	0.38 acres
<b>Existing Lot Dimensions:</b>	Lot frontage along Queens Court: Approximately 205 feet Lot Depth: 160 feet
<b>Existing Building Dimensions:</b>	N/A
<b>Topography:</b>	High Point: 998 Low Point: 988
<b>Elevation:</b>	High Point: Southside Low Point: Northside
<b>Encumbrances:</b>	N/A

**Project Description**

The applicant seeks to extend an existing front covered porch to 12 feet in depth, bringing the total square footage of the front porch to approximately 288 square feet. The porch is supported by five (5) 6 by 6 wood posts. The guardrail for the porch will consist of 2” by 2” vertical wood posts.

**Site Plan**

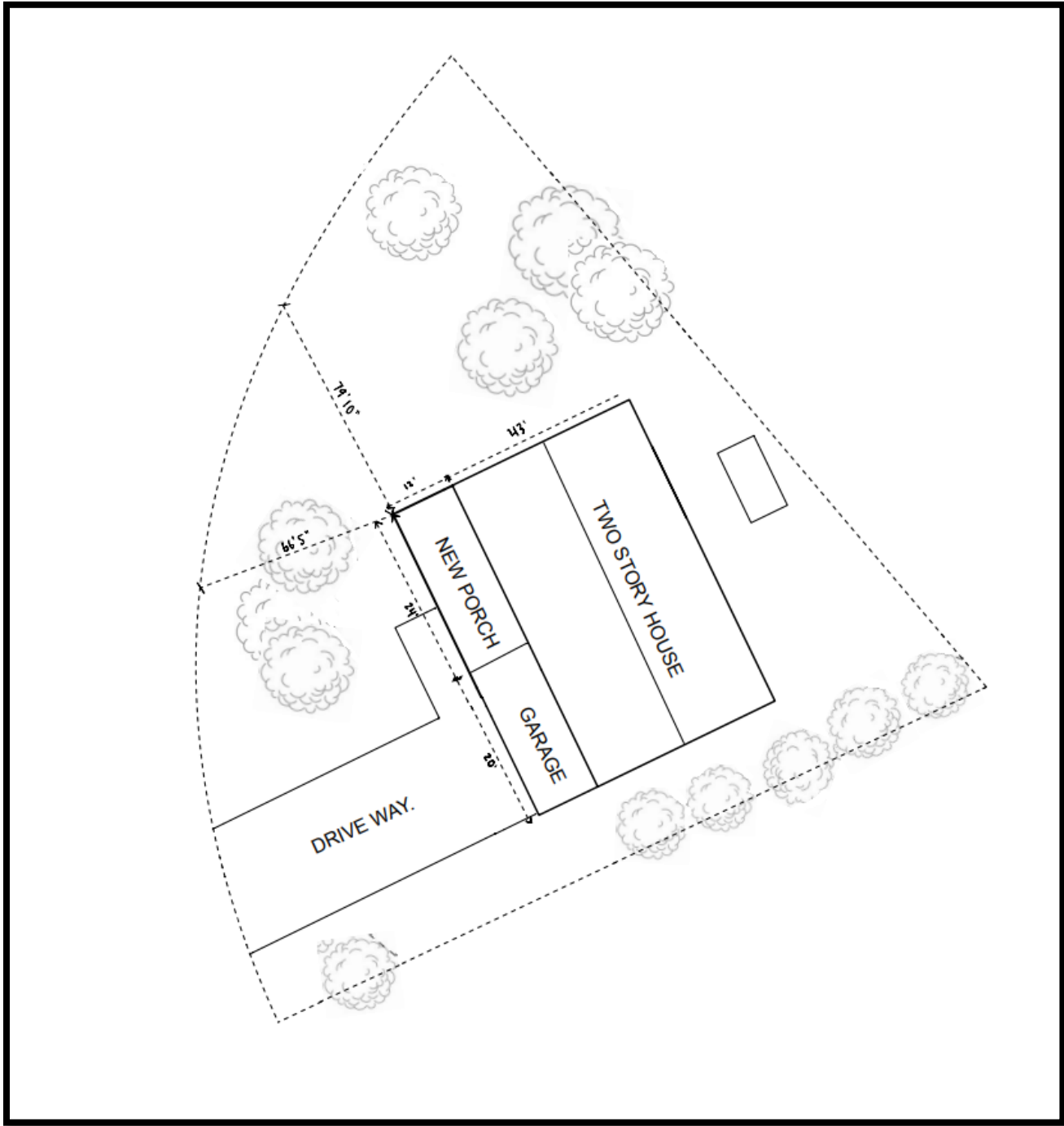
The applicant’s site plan shows the existing two (2) story residence which includes a garage and the footprint of the proposed porch which is approximately 288 square feet. The proposed front porch is compliant with the 50-foot front setback and 10-foot side setback prescribed for R100 lots.

**Landscape Plan**

The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance, if applicable.

Attachment: COA2025-023 Staff Report (25-7367 : Coa2025-023 2971 Queens Court)

Proposed Site Plan



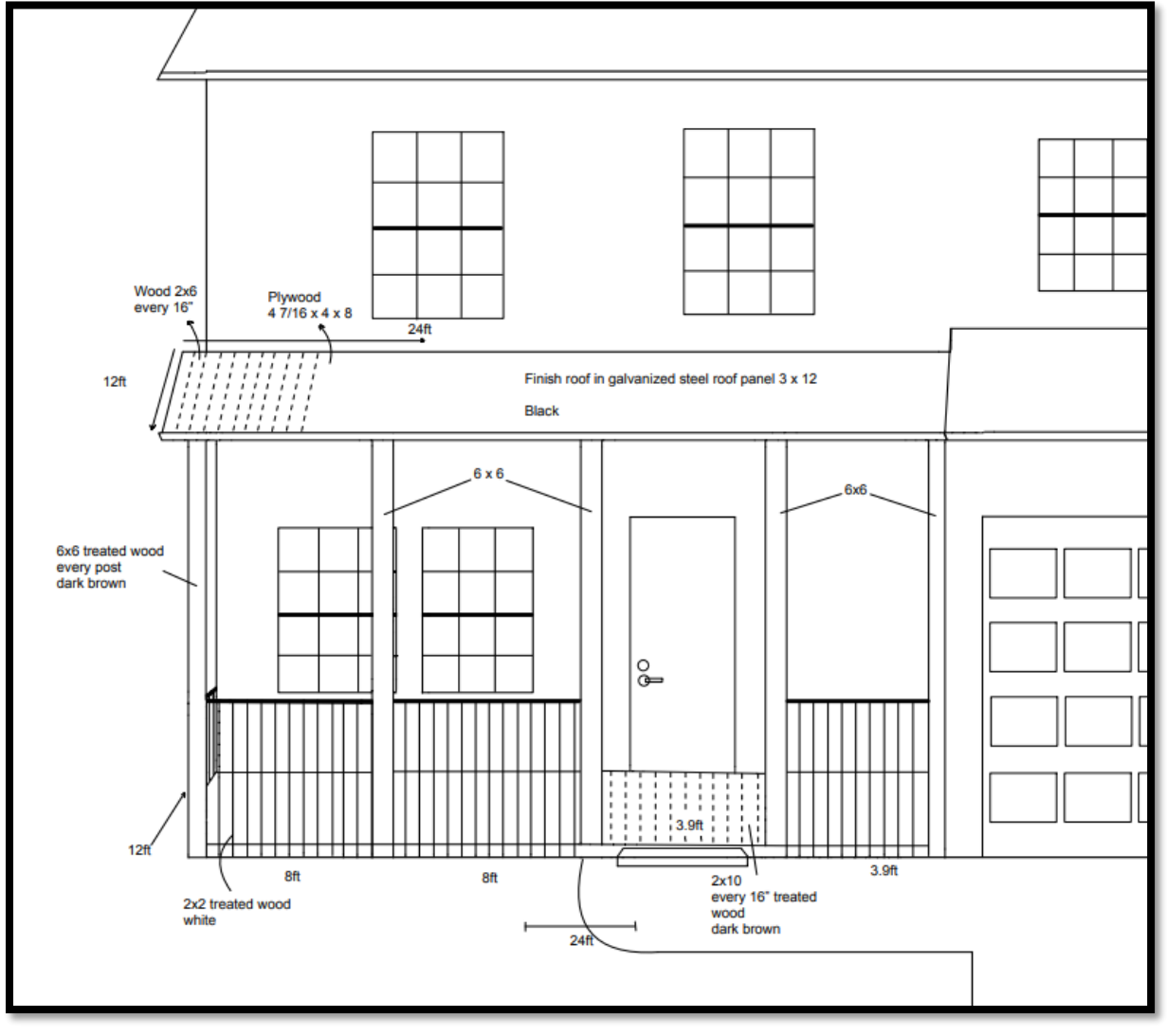
Attachment: COA2025-023 Staff Report (25-7367 : Coa2025-023 2971 Queens Court)

**Existing Conditions:**



Attachment: COA2025-023 Staff Report (25-7367 : Coa2025-023 2971 Queens Court)

**Proposed Porch Elevation:**



**Description of Front Elevation:** The applicant seeks to extend an existing front covered porch to 12 feet in depth, bringing the total square footage of the front porch to approximately 288 square feet. The porch is supported by five (5) 6 by 6 wood posts. The guardrail for the porch will consist of 2” by 2” wood post.

**Discussion Items for Proposed Front Elevation:** What are the color codes for the proposed colors? Will the proposed colors match what is existing? What color is the ceiling? What color is the flooring?

Attachment: COA2025-023 Staff Report (25-7367 : Coa2025-023 2971 Queens Court)

**Applicable Building Standards:**

3.7.3.1 Front porches, verandahs and terraces must be at least six feet deep to accommodate porch furniture as well as the passage of one person.



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
 65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First		
Primary Façade:		
Primary Façade: Third		
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:		
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

REVISED JAN 2025

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Attachment: COA2025-023 Staff Report (25-7367 : Coa2025-023 2971 Queens Court)



## Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	—	N/A
Garage Doors	—	steel
Trim	—	wood
Mortar	—	cement
Gutters	—	aluminum
Corner Board	—	wood
Railings	—	wood
Windows	—	vinyl
Window Sills	—	wood
Window Muntin/Mull	—	vinyl
Columns	—	wood
Other Architectural Features	—	N/A
Other Architectural	—	N/A

REVISED JAN 2025

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Attachment: COA2025-023 Staff Report (25-7367 : Coa2025-023 2971 Queens Court)

**Discussion Items for Addendum:** What is the color of the railings? What is the color of the columns? What is the color and material of the floor? What is the color and material of the roof?

Are there any steps included? Is the ceiling just the underside of the black roof or is it finished with plywood and painted?

**Recommendations**

Should the ARB decide to grant approval, Staff recommends the following conditions:

1. 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 Architectural Review Board approval.
2. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address: 2971 Queens Ct Norcross, GA	Lot #	Tax Parcel ID:	
LANDOWNER OF RECORD			
<b>If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.</b>			
Name: Adrian Rico	Phone: 678-704-6574		
Address: 2971 Queens Ct	City: Norcross	State: GA	Zip Code: 30071
APPLICANT			
Applicant Name: Adrian Rico	Phone: 678-764-6574		
Company Name:	Email: arico312@gmail.com		
Address: 2971 Queens Ct	City: Norcross	State: GA	Zip Code: 30071
DESCRIPTION OF PROJECT			
<b>Project Type</b> <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other project			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed:			
<p>The existing covered porch will be extended to 12 feet. This will require the removal of two small flower beds in front of the house to allow for additional porch space.</p>			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please list the board and reference number:			
<p>N/A</p>			
OWNER'S SIGNATURE			
Signature: Adrian Rico	Date: 05/07/25		
<p><b>NOTE:</b> Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.</p>			

Attachment: COA2025-023 Application (25-7367 : Coa2025-023 2971 Queens Court)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027

65 Lawrenceville Street Norcross, GA 30071

Foundation Type: (Circle One)		
Slab	Crawl Space	Basement
Building Dimensions:		
Width: 44 ft	Length: 56.3 ft	Height:*
Area Dimensions:		
First Floor:	Second Floor:	Third Floor: N/A
Basement**:	Front Porch:	Rear Porch: N/A
Patio:	Garage:	
Primary Roof System: (Circle One)		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 6/12		
Secondary Roof Pitch:		
Additional Roof Pitch:		
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		

Attachment: COA2025-023 Application (25-7867 : Coa2025-023 2871 Queens Court)



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027

65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First		
Primary Façade:		
Primary Façade: Third		
Left Side:		
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Rear: Basemnt		



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027

65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	—	N/A
Garage Doors	—	steel
Trim	—	wood
Mortar	—	cement
Gutters	—	aluminum
Corner Board	—	wood
Railings	—	wood
Windows	—	vinyl
Window Sills	—	wood
Window Muntin/Mulli	—	vinyl
Columns	—	wood
Other Architectural Features	—	N/A
Other Architectural	—	N/A



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

## ARCHITECTURAL REVIEW BOARD MEETING CALENDAR

Pre-Application Submittal Deadline	Application Submittal Deadlines	ARB Meeting
12/01/2024	12/08/2024	01/21/2025
12/30/2024	01/06/2025	02/18/2025
01/27/2025	02/03/2025	03/18/2025
02/24/2025	03/03/2025	04/15/2025
03/31/2025	04/07/2025	05/20/2025
04/28/2025	05/05/2025	06/17/2025
05/26/2025	06/02/2025	07/15/2025
06/30/2025	07/07/2025	08/19/2025
07/28/2025	08/04/2025	09/16/2025
09/01/2025	09/08/2025	10/21/2025
09/29/2025	10/06/2025	11/18/2025
10/27/2025	11/03/2025	12/16/2025

## HISTORIC PRESERVATION COMMISSION MEETING CALENDAR

Pre-application Meeting Deadline	Application Submittal Deadline	Historic Preservation Commission Meeting
12/01/2024	12/08/2024	01/22/2025
01/06/2025	01/13/2025	02/26/2025
02/03/2025	02/10/2025	03/26/2025
03/03/2025	03/10/2025	04/23/2025
04/07/2025	04/14/2025	05/28/2025
05/05/2025	05/12/2025	06/25/2025
06/02/2025	06/09/2025	07/23/2025
07/07/2025	07/14/2025	08/27/2025
08/04/2025	08/11/2025	09/24/2025
09/01/2025	09/08/2025	10/22/2025
10/06/2025	10/13/2025	11/26/2025
11/03/2025	11/10/2025	12/24/2025

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ARCHITECTURAL REVIEW BOARD/ HISTORIC PRESERVATIONS REVIEW FEES		
Commercial/Industrial Major Reviews	Major Project Reviews	\$500
Commercial/Industrial Reviews	Minor improvements to façade	\$150
Residential Major Review	New Residential Construction in the City or Historic District	\$150
Residential Minor/Administrative Staff Review	Minor improvements or alterations in the City or Historic District/Administrative Staff Review	\$25
Historic Demolition	Historic Demolition Review	\$500



# Owner's Affidavit

Community Development Department Phone: 678-421-2027 65  
Lawrenceville Street Norcross, GA 30071

### Section I. Land Ownership

I, Adrian Pico, hereby attest to ownership of the property located at  
2971 Queens Ct Parcel ID# \_\_\_\_\_ for which this Application is submitted.  
The Ownership, as recorded on the deed, is in the name of Adrian Pico.

### Section II. Type of Ownership

Individual     Corporation/LLC     Partnership     Government     Homeowner

Corporation/LLC/Partnership Name: \_\_\_\_\_ Secretary of State Registration Number: \_\_\_\_\_  
Registered Agent Name: \_\_\_\_\_

Provide Names of all Officers/Members/General Partners (If applicable):  
\_\_\_\_\_

Registered Agent Address: \_\_\_\_\_ Registered Agent Phone #: \_\_\_\_\_

### COMPLETE BY OWNER

As the owner of the above designated property for which this affidavit is submitted, I wish to allow Adrian  
(applicant's name) to apply for a COA for the address mentioned in Section I of this form.  
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.

### NOTARY

Owner states under oath that he/she is the owner of the  
property described under Section I, which is made part of  
this Application.

Name: Adrian Pico

Address: 2971 Queens Ct, Norcross, GA 30071

City, State, Zip Code: Norcross, GA 30071

Email address: arico312@gmail.com

Phoner Number: 678-764-6574

Owner's signature:  
Adrian Pico

Sworn and subscribed before me this 8 day  
of May, 2025.

Notary Public: Unnati

Seal:

**Unnati Patel Thakkar**  
**NOTARY PUBLIC**  
**GWINNETT COUNTY, GEORGIA**  
**My Commission Expires 01/22/2028**

Commission expires: 01/22/2028

Adrian Pico