

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Tuesday, June 17, 2025
6:00 PM

2nd Floor Conference Room
Architectural Review Board

Jeff Hopper, Chair

Bill McLees

Barbara Grayson

Naim Harrison

Hugh Cooper

A. Call to Order

Architectural Review Board was called to order at 6:02 PM by Chair Jeff Hopper

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chair	Present	
Bill McLees	Board Member	Present	
Barbara Grayson	Board Member	Present	
Naim Harrison	Board Member	Absent	
Hugh Cooper	Board Member	Absent	

B. Approval of Previous Meeting Minutes

Architectural Review Board - Architectural Review Board - May 20, 2025, 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Jeff Hopper, Chair
SECONDER:	Barbara Grayson, Board Member
AYES:	Jeff Hopper, Bill McLees, Barbara Grayson
ABSENT:	Naim Harrison, Hugh Cooper

COA2025-009, COA2025-016, COA2025-18, COA2025-024:

- Staff recommended that these four (4) cases be tabled until additional plans are provided.
- Motion made by: Jeff Hopper/Seconder: Barbara Grayson/Vote:3-0

COA2025-021:

- Staff requested that this case be tabled to July 15th, 2025, ARB meeting
- Motion made by: Barbara Grayson/Seconder: Bill McLees/Vote:3-0

C. Unfinished Business

1. **25-7330: COA2025-009 2301 Marshes Glenn Dr**

RESULT:	TABLED INDEFINITELY [UNANIMOUS]
MOVER:	Jeff Hopper, Chair
SECONDER:	Barbara Grayson, Board Member
AYES:	Jeff Hopper, Bill McLees, Barbara Grayson
ABSENT:	Naim Harrison, Hugh Cooper

D. New Business

1. **25-7366: COA2025-019 444 West Peachtree Street**

Discussion: The conversation focused on the proposed plaster/cinder block material and its aging properties over time. Rear elevation discussion was centered around the 2nd floor level and the need for windows and trim. ARB settled on the base of the building being plaster.

Motion

**A motion to approve application COA2025-019, additions to an existing place of worship
With the following conditions:**

1. Exterior Siding to be painted brick.
2. Metal railing on front porch and right elevation to match dark trim.

3. Front elevation to have plaster base.
4. Rear elevation: Faux windows to match upper-level side elevation windows in dimension and placement utilizing a herring bone pattern with trim.
5. Roof to be standing seam metal and match column paint color.
6. Items to be submitted for admin approval:
 - Column paint color
 - Front porch light fixture
 - Front porch doors
7. 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.
8. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
9. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

Note: The 3d model that was displayed on the phone should be part of the submittal documents.

RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
MOVER:	Jeff Hopper, Chair
SECONDER:	Bill McLees, Board Member
AYES:	Jeff Hopper, Bill McLees, Barbara Grayson
ABSENT:	Naim Harrison, Hugh Cooper

2. 25-7367: **COA2025-023 2971 Queens Court**

Discussion: A brief discussion was had about the proposed porch's color and architectural elements.

Motion

A motion to approve application **COA2025-023**, Extension of an existing front porch with the following conditions:

1. Standing seam black metal roof.
2. Black metal railing.
3. Soffit material for front porch ceiling.
4. Front door submittal for administrative approval.
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 the release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
MOVER:	Jeff Hopper, Chair
SECONDER:	Barbara Grayson, Board Member
AYES:	Jeff Hopper, Bill McLees, Barbara Grayson
ABSENT:	Naim Harrison, Hugh Cooper

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

F. Adjourn

Jeff Hopper motioned to adjourn the meeting, seconded by Barbara Grayson, the vote was unanimous 3-0. The meeting was closed at 7:00 PM.

Signed by _____ **Jeff Hopper, Chair**

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