

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

**Tuesday, April 15, 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

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 - Feb 18, 2025, 6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Naim Harrison, Board Member
SECONDER:	Cindy Flynn, Vice Chair
AYES:	Hopper, Flynn, Harrison, McLees, Grayson

C. Unfinished Business

None

D. New Business**1. 25-7286: COA2025-004 372 Lawrenceville St**

Discussion started with future development in the area. Board members then discussed the front façade, drainage concerns, garage doors, width of townhomes, ceiling height, front door color, gutters, the proposed window grids, privacy between townhomes and dividers, and the HVAC units and their location.

Motion to approve Townhome elevations located at 372 Lawrenceville Street with the following conditions:

1. The lap siding reveal shall be between four and six inches in width.
2. Dark color standing seam metal roof above garage doors.
3. Garage doors to contain windows.
4. Gutters/downspouts by front door entrances.
5. Light color stain/paint for front doors.
6. All columns to be 10x10 with trim color.
7. No grids/mullions in windows.
8. For front, right and left elevations: soldier course brick band between first and second floors.
9. For right and left elevations: brick siding on entire first floors.
10. For right elevation: add two second story windows as per color rendering (one double window and one single window).
11. Rear elevation porches to have 1x6 dividers between units.
12. HVAC screening/placement options:
 - a. Extend all porch dividers enough beyond the porch itself to place/screen HVAC units.
 - b. End units to have HVAC placement/screening on their respective side elevations with middle unit placed/screened along extended porch divider.
13. 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.
14. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.

15. 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:	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 6:48 pm, seconded by Barbara Grayson. The vote was unanimously approved.

Signed by _____ Jeff Hopper, Chair

Attest _____ LeDarius Scott,
Senior Planner