

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Agenda

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

A. Call to Order
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES

B. Approval of Previous Meeting Minutes

[Architectural Review Board - Architectural Review Board - Apr 15, 2025, 6:00 PM](#)

C. Unfinished Business

D. New Business

1. [25-7327](#) **COA2025-003 633 Sunset Drive**

Consideration of a detached garage with an accessory dwelling unit

[COA2025-003 APPLICATION](#)

[COA2025-003 Staff Report](#)

2. [25-7328](#) **COA2025-007 307 Academy Street**

Consideration of an addition to an existing home and new garage attached via breezeway

[COA2025-007 Staff Report](#)

[COA2025-007 APPLICATION](#)

[COA2025-007 04082025 PLANS REVISED](#)

3. [25-7329](#) **COA2025-008 296 Sunset Drive**

Consideration of a detached garage with an accessory dwelling unit and converting an existing deck into a screen porch.

[COA2025-008 Staff Report](#)

[COA2025-008 APPLICATION](#)

[COA2025-008 HEIGHT CALCULATIONS 4152025](#)

4. [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](#)

5. [25-7331](#) **COA2025-10 479 Holcomb Bridge Rd**

Consider the following:

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.

[COA2025-010 479 Holcomb Bridge Staff Report Revised DRE 5.14.25](#)

[COA2025-010 APPLICATION](#)

6. [25-7332](#) **COA2025-013 293 Academy Street**

Consideration of a sunroom and a covered patio addition.

[COA2025-013 Staff Report](#)

[COA2025-013 APPLICATION](#)

7. [25-7333](#) **COA2025-015 250 West Peachtree Street**

Consideration of front porch, garage door replacement, and new paint color for an existing single-family residence

[COA2025-015 Staff Report](#)

[COA2025-015 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, April 15, 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 Apr 15, 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 - 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.

Minutes Acceptance: Minutes of Apr 15, 2025 6:00 PM (Approval of Previous Meetings Minutes)

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

Minutes Acceptance: Minutes of Apr 15, 2025 6:00 PM (Approval of Previous Meetings Minutes)



Department of Community Development

TO: Architectural Review Board
FROM: LeJarius Scott
DATE: May 20, 2025
SUBJECT: COA2025-003 633 Sunset Drive
CC:

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

Consideration of a detached garage with an accessory dwelling unit



Meeting Date: 5/20/2025 at 6:00 PM

Petition Number: COA2025-003

Project Type:	Accessory Dwelling Unit with Garage
Property Location:	633 Sunset Drive
Tax Parcel ID:	6254 243
Petitioner:	Blake Manton
Petitioner's Request:	Consideration of a detached garage with an accessory dwelling unit

Vicinity Map:



Attachment: COA2025-003 Staff Report (25-7327 : Coa2025-003 633 Sunset Drive)

PROPERTY INFORMATION	
Property Location	633 Sunset Drive
Acreage:	Approximately 0.94 Acres
Existing Lot Dimensions:	Lot frontage along Sunset Drive: Approximately 110 feet Lot Depth: Approximately 438 feet
Existing Building Dimensions:	N/A
Topography:	High Point: 1024 Low Point: 1012
Elevation:	High Point: Along north property line Low Point: Along south property line
Encumbrances:	N/A

Project Description

The applicant seeks to build a detached garage with an accessory dwelling unit behind an existing single-family residence on a 0.94-acre lot. The two (2) story detached garage and accessory dwelling unit architecture will consist of brick masonry, steel garage doors, and wood for other architectural components like the corner boards, railings, and windows. The primary color being used is Alabaster SW-7008.

Site Plan

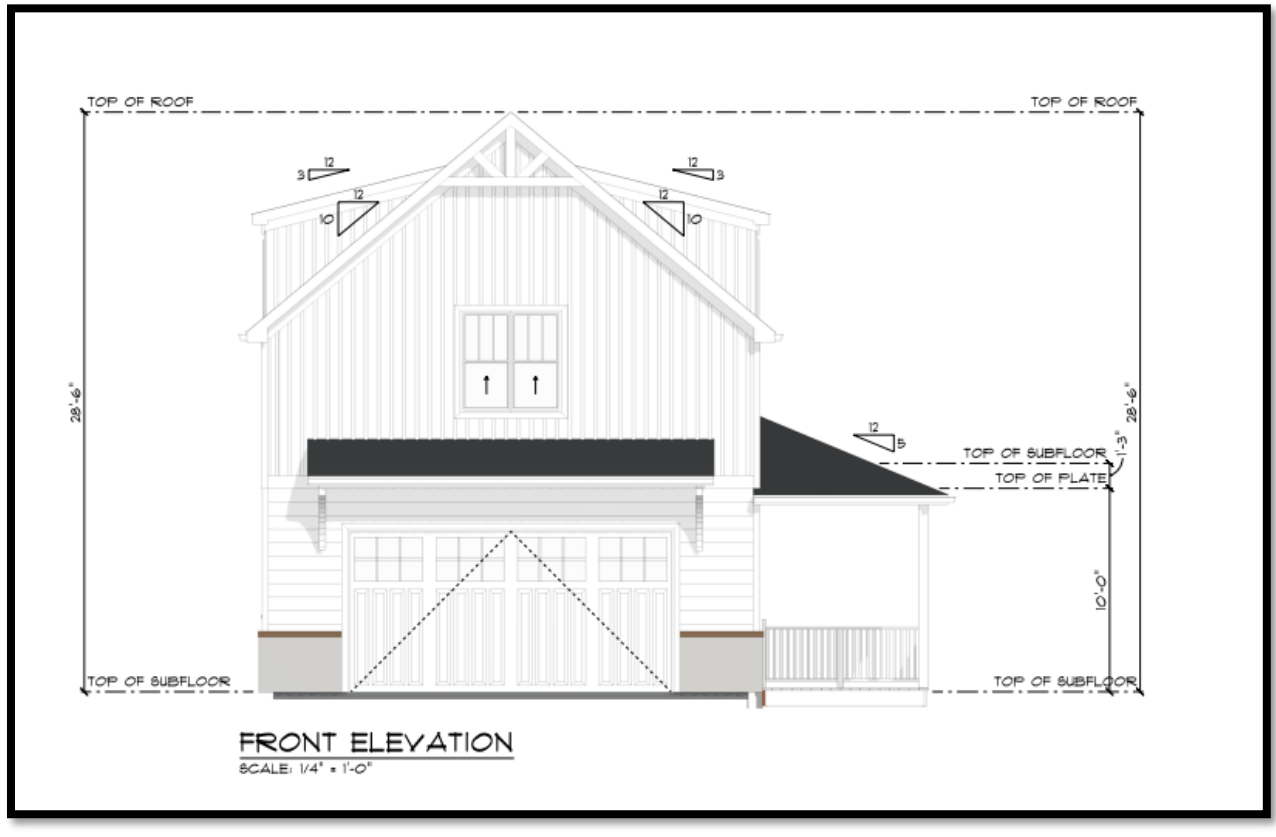
The applicant’s site plan shows the footprint of the existing single-family residence and the proposed detached garage with an accessory dwelling unit. The applicant is reminded that the accessory dwelling unit will need to comply with UDO code section 202-3 (b) which is a comprehensive list of compliance rules for accessory dwelling units. An administrative variance or a regular variance may be required if the accessory dwelling unit cannot meet the requirements outlined in 202-3 (b).

Attachment: COA2025-003 Staff Report (25-7327 : Coa2025-003 633 Sunset Drive)

Landscape Plan

The applicant shows landscaping on the site plan, specifically identifying the location and species of proposed plants. 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.

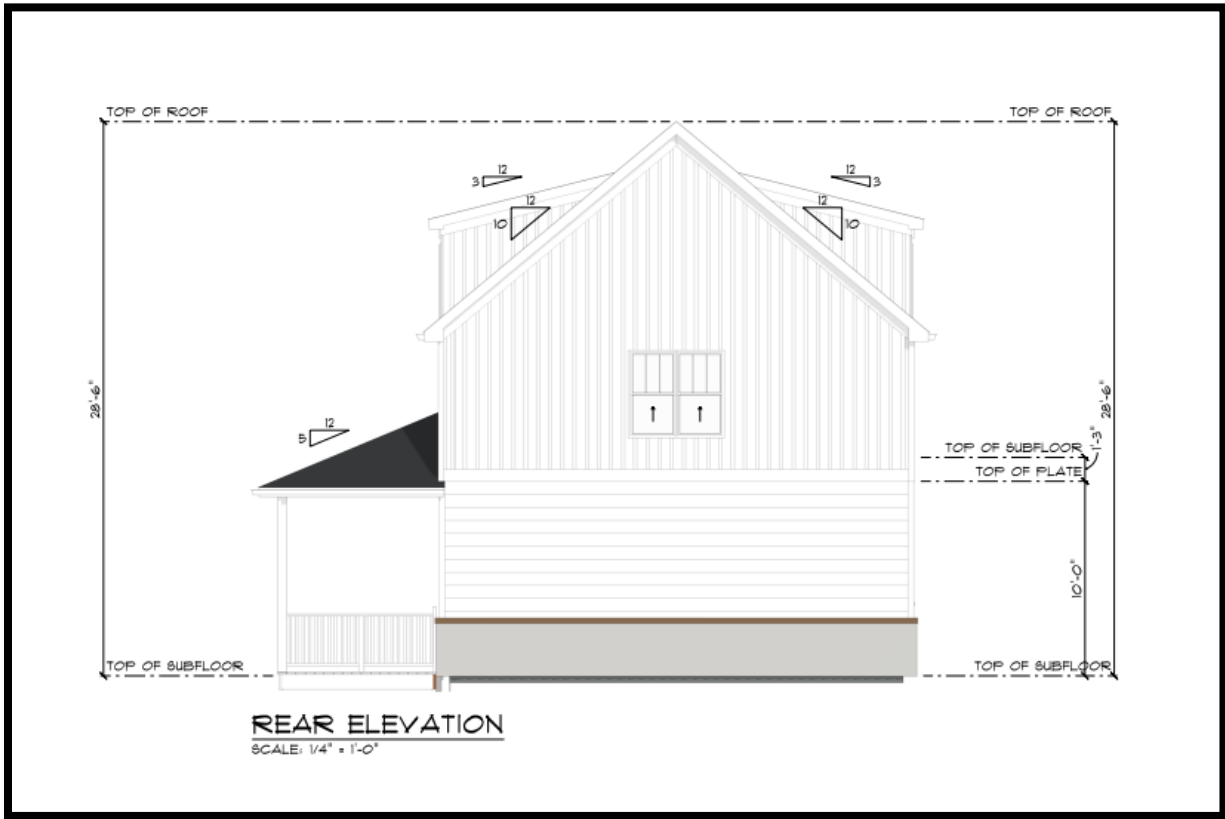
Proposed Front Elevation (Adjacent to Sunset Drive)



Discussion Items for Proposed Front Elevation: Briefly describe the elements of the proposed accessory dwelling unit in full detail.

Attachment: COA2025-003 Staff Report (25-7327 : Coa2025-003 633 Sunset Drive)

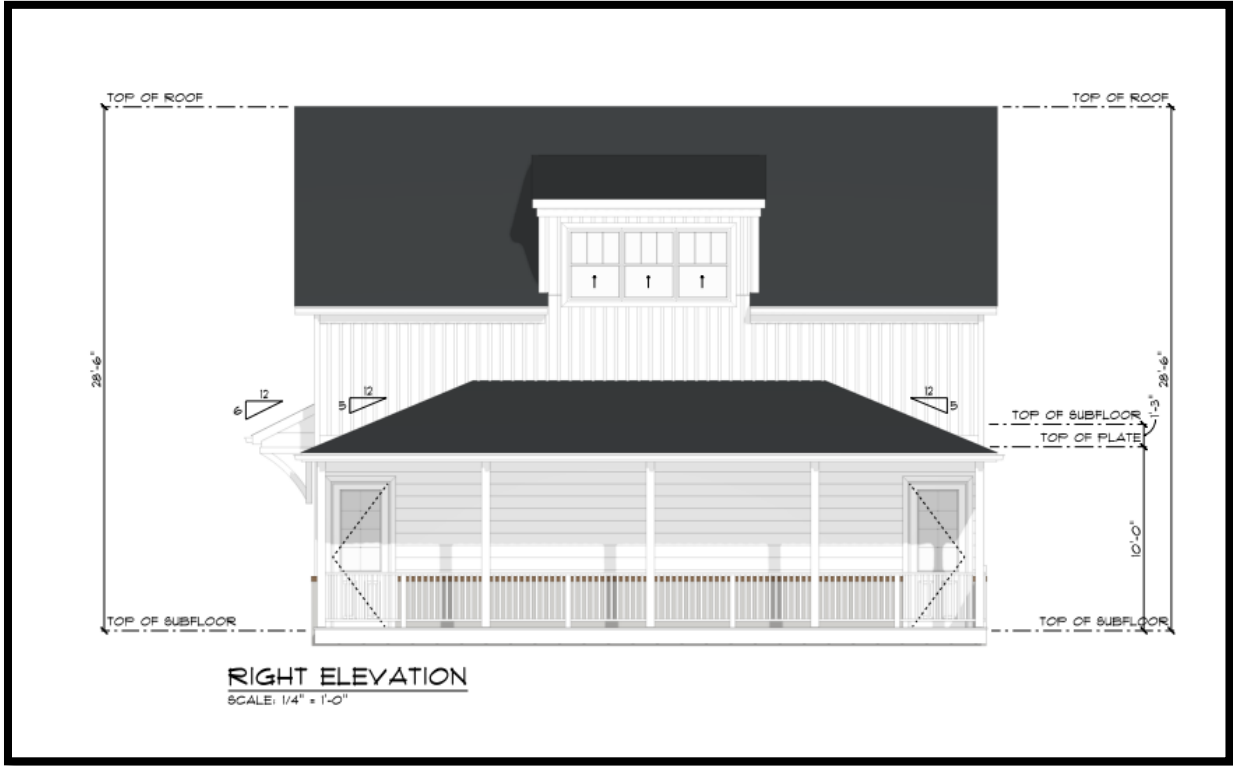
Proposed Rear Elevation



Discussion Items for Proposed Rear Elevation: Briefly describe the elements of the proposed accessory dwelling unit in full detail.

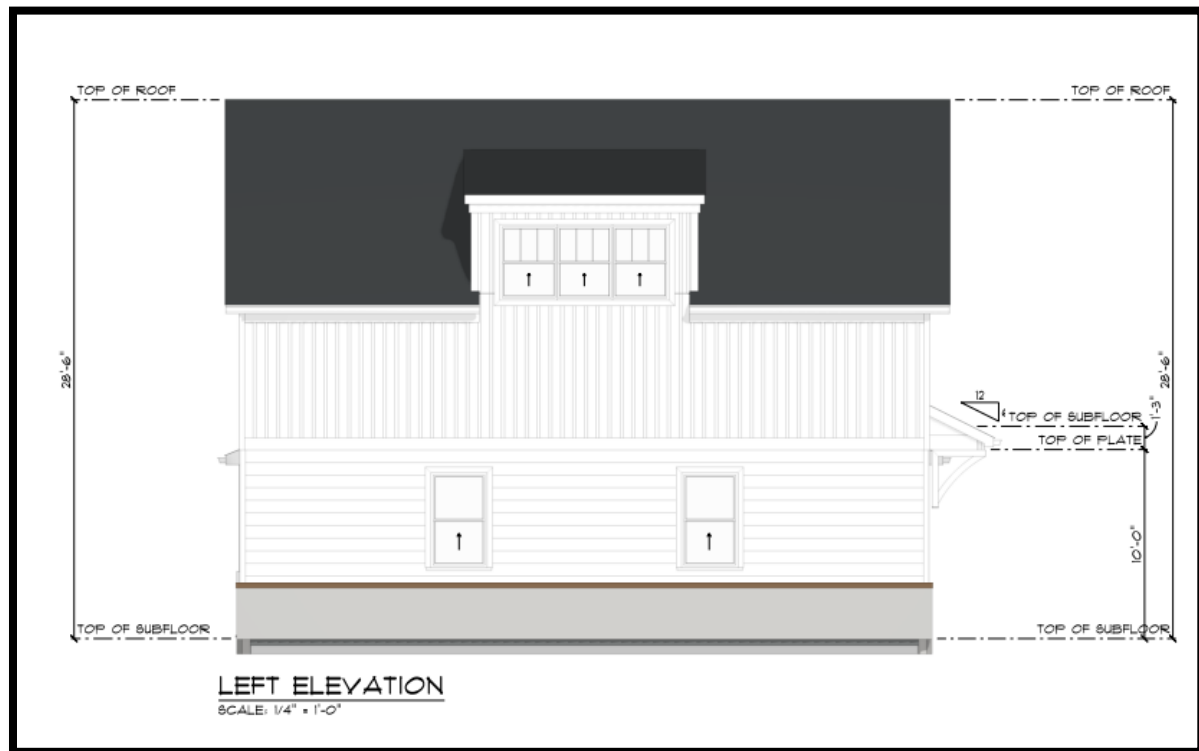
Attachment: COA2025-003 Staff Report (25-7327 : Coa2025-003 633 Sunset Drive)

Proposed Right Elevation



Attachment: COA2025-003 Staff Report (25-7327 : Coa2025-003 633 Sunset Drive)

Proposed Left Elevation

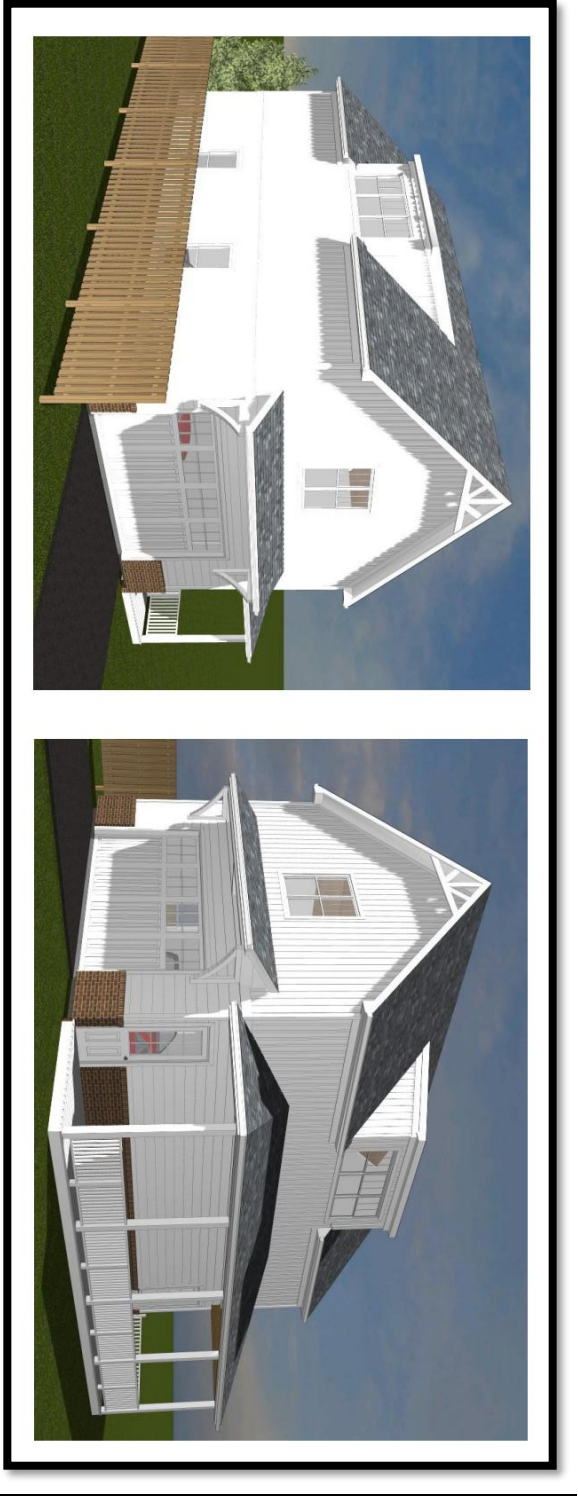


Discussion Item for Left and Right Elevation: Briefly describe the elements of the proposed accessory dwelling unit in full detail.

Per the Architectural and Site Design Standards 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.

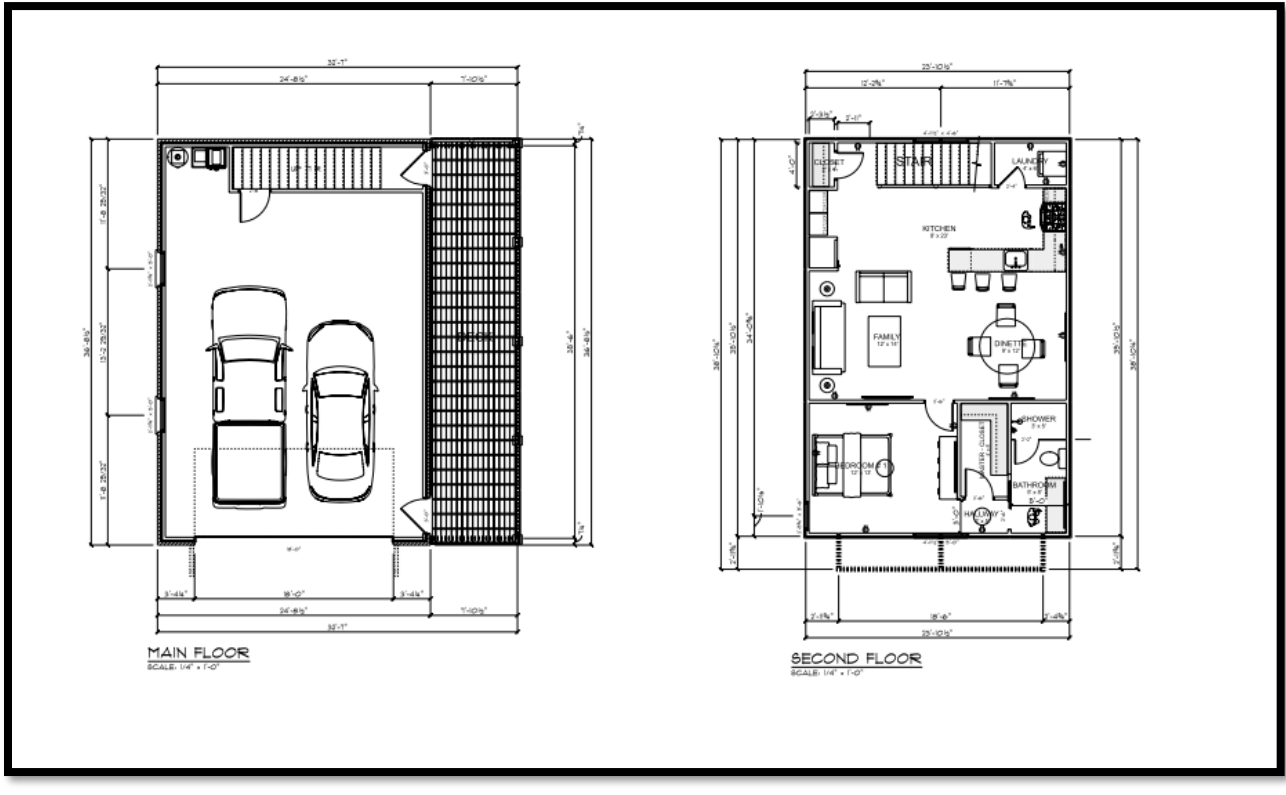
Per the Architectural and Site Design Standards 3.5.1.3 “Blank facades” that do not feature windows, doors, or architectural treatments are strictly prohibited from the DDD.

Additional Drawings of the Proposal



Attachment: COA2025-003 Staff Report (25-7327 : Coa2025-003 633 Sunset Drive)

First Floor and Second Floor Plan



Attachment: COA2025-003 Staff Report (25-7327 : Coa2025-003 633 Sunset Drive)

Applicable Building Standards:


3.5.1.25 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials.

3.5.3.1 All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.3.2 The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.

3.5.3.3 Corner Boards should have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal.

Materials and Colors:



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	General Slate - 30-10-322 Old Georgian Tudor	Brick
Garage Doors	CHE - 5300	Steel
Trim	Alabaster SW - 7008	Wood
Mortar	Gray	Type S
Gutters	White Alabaster SW - 7008	Metal
Corner Board	Alabaster SW-7008	Wood
Railings	Alabaster - SW 7008	wood
Windows	Alabaster - SW 7008	wood
Window Sills	Alabaster - SW 7008	wood
Window Muntin/Mull		
Columns	Alabaster SW 7008	Wood
Other Architectural Features	Metal Roof SW - 7069 - Iron Ore	Metal
Other Architectural	Front Door / Shutters ↳ SW - 9560 / ↳ SW 7069	Wood

↳ SW - 9560 / ↳ SW 7069 - wood

REVISED JAN 2025

4

Attachment: COA2025-003 Staff Report (25-7327 : Coa2025-003 633 Sunset Drive)

Discussion Items for Addendum: For the garage doors, what is the color of the steel?

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
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JOB LOCATION			
Job Site Address: <i>633 Sunset Drive</i>	Lot #	Tax Parcel ID: <i>6254 243</i>	
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: <i>Blake Manton</i>	Phone: <i>770-527-4129</i>		
Address: <i>633 Sunset Drive</i>	City: <i>Norcross</i>	State: <i>GA</i>	Zip Code: <i>30071</i>
APPLICANT			
Applicant Name: <i>Blake Manton</i>	Phone: <i>770-527-4129</i>		
Company Name:	Email: <i>blake@imagescapesinc.com</i>		
Address: <i>633 Sunset Drive</i>	City: <i>Norcross</i>	State: <i>GA</i>	Zip Code: <i>30071</i>
DESCRIPTION OF PROJECT			
Project Type <input 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:			
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>[Signature]</i>	Date: <i>4/2/2025</i>		
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 https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			

Attachment: COA2025-003 APPLICATION (25-7327 : Coa2025-003 633 Sunset Drive)



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: 29.85	Length: 36.85	Height:* 29.9
Area Dimensions:		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch:	Rear Porch:
Patio:	Garage:	
Primary Roof System: (Circle One)		
Gable	Hip	Gambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 12/4		
Secondary Roof Pitch: 12/5		
Additional Roof Pitch: 12/10		
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: COA2025-003 APPLICATION (25-7327 : Coa2025-003 633 Sunset Drive)



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	General Slate - 30-10-322 Olde Georgian Tudor	Brick
Garage Doors	CHF - 5300	Steel
Trim	Alabaster SW - 7008	Wood
Mortar	Gray	Type S
Gutters	the Alabaster SW - 7008	Metal
Corner Board	Alabaster SW-7008	Wood
Railings	Alabaster - SW 7008	Wood
Windows	Alabaster - SW 7008	Wood
Window Sills	Alabaster - SW 7008	Wood
Window Muntin/Mullin		
Columns	Alabaster SW 7008	Wood
Other Architectural Features	Metal Roof SW - 7069 - Iron Ore	Metal
Other Architectural	Front Door / Shutters	Wood

↳ SW - 9560 ↳ SW 7069 - Wood



Certificate of Appropriateness Application

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 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		

Attachment: COA2025-003 APPLICATION (25-7327 : Coa2025-003 633 Sunset Drive)



Certificate of Appropriateness Application

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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: COA2025-003 APPLICATION (25-7327 : Coa2025-003 633 Sunset Drive)



Residential Building Permit Application

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

Permit Number: [Redacted]

JOB LOCATION			
Job Site Address: 633 Sunset Drive	Lot # [Redacted]	Subdivision: [Redacted]	
WORK INFORMATION			
<input type="checkbox"/> New Residence <input type="checkbox"/> Addition <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Basement Finish	<input checked="" type="checkbox"/> Garage / Carport <input type="checkbox"/> Porch / Patio Cover / Screened Porch <input type="checkbox"/> Deck <input type="checkbox"/> Shed / Storage	<input type="checkbox"/> Replace Roof / Siding/ Windows <input type="checkbox"/> Structural Repair <input type="checkbox"/> Electrical (<input type="checkbox"/> With or <input type="checkbox"/> without Service) <input type="checkbox"/> Solar Panel <input type="checkbox"/> Other [Redacted]	
Provide Work Description in Detail: Build a garage with bedroom above it		Construction Cost: 150,000	
		Work Area SF: [Redacted]	
Will there be any land disturbance more than 5,000 sq. ft.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Square Footage: <i>If yes, a separate Land Disturbance Permit is required.</i>			
Work Includes (subcontractor affidavit required): <input checked="" type="checkbox"/> Electrical <input checked="" type="checkbox"/> Plumbing <input checked="" type="checkbox"/> Mechanical (HVAC) <input checked="" type="checkbox"/> Low Voltage			
LAND OWNER OF RECORD			
Name: Blake Manton		Phone: 770-527-4129 Cell	
Address: 633 Sunset Drive		City: Norcross	State: GA Zip Code: 30071
APPLICANT			
Applicant is <input type="checkbox"/> General Contractor <input type="checkbox"/> Authorized Permit Agent <input type="checkbox"/> Architect/Engineer <input checked="" type="checkbox"/> Property Owner			
Applicant Name: Blake Manton		Phone: 770-527-41219	
Company Name:		Email: blake@imagescapesinc.com	
Address: 633 Sunset Drive		City: Norcross	State: GA Zip Code: 30071
CERTIFICATION			
<p>I certify that the application is made according to the laws and ordinances of the City of Norcross for a permit to erect/alter and use a structure as described herein or shown on accompanying plan and specifications, to be located as shown on accompanying plan and if same is granted, agree to conform to all laws and ordinances regulating the same. I understand that complete plans, specifications, contractor state licensure, and business license must be submitted with the completed application before a permit is issued. The building for which this permit is issued is not to be occupied until the Certificate of Occupancy or Completion has been issued by the City of Norcross. I understand that construction will be started no later than six months from issue date of permit. If any information is found to be false or misrepresented, the permit will be deemed to be invalid.</p>			
Applicant Signature:			Date: <u>4/7/2025</u>

Attachment: COA2025-003 APPLICATION (25-7327 : Coa2025-003 633 Sunset Drive)




Homeowner Waiver

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

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

✓	1. Applicant resides or intends to reside on premises.
✓	2. Property described in the permit application is currently owned by applicant.
✓	3. Applicant will serve as the building contractor and accept responsibility for the work authorized by the approved permit.
✓	4. 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.
✓	5. 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.
✓	6. Applicant acknowledges that they are aware that a permit issued under the provisions of the code may be revoked for false statements or misrepresentation.
✓	7. 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)

Property Owner's Signature: 	Date: 4/2/2025
--	-------------------

Attachment: COA2025-003 APPLICATION (25-7327 : Coa2025-003 633 Sunset Drive)



Owner Affidavit

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

Section I. Land Ownership	
I, [redacted], hereby attest to ownership of the property located at [redacted], Parcel ID# [redacted] for which this Application is submitted. The Ownership, as recorded on the deed, is in the name of [redacted].	
Section II. Type of Ownership	
<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Government	
Corporation/LLC/Partnership Name:	Secretary of State Registration Number:
[redacted]	[redacted]
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 _____ (applicant's name) to apply for a <u>Blake Mantel</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.	
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.	Sworn and subscribed before me this <u>7</u> day of <u>April</u> , 20 <u>25</u> . Notary Public: <u>Sarai Baquerizo</u>
Name: <u>Blake Mantel</u>	Seal: 
Address: <u>633 Sunset Drive</u>	
City, State, Zip Code: <u>Norcross GA 30071</u>	
Email address: <u>blake@imagescapesinc.</u>	
Phoner Number: <u>770-527-4129</u>	
Owner's signature: 	Commission Expires: <u>Sep 2027</u>

Attachment: COA2025-003 APPLICATION (25-7327 : Coa2025-003 633 Sunset Drive)



Department of Community Development

TO: Architectural Review Board
FROM: LeJarius Scott
DATE: May 20, 2025
SUBJECT: COA2025-007 307 Academy Street
CC:

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

Consideration of an addition to an existing home and new garage attached via breezeway



Meeting Date: 5/20/2025 at 6:00 PM

Petition Number: COA2025-007

Project Type:

Addition and New Garage

Property Location:

307 Academy Street

Tax Parcel ID:

6255 062

Petitioner:

Robert Forro

Petitioner's Request:

Consideration of an addition to an existing home and a new garage attached via breezeway

Vicinity Map:



Attachment: COA2025-007 Staff Report (25-7328 : COA2025-007 307 Academy Street)

PROPERTY INFORMATION	
Property Location	307 Academy Street
Acreage:	Approximately 0.29 Acres
Existing Lot Dimensions:	Lot frontage along Academy Street : 87.50 feet Lot Depth: 148 feet
Existing Building Dimensions:	N/A
Topography:	High Point: 1054 Low Point: 1050
Elevation:	High Point: Northeast side Low Point: Southside
Encumbrances:	This property is located in the National Historic District

Project Description

The applicant seeks to add approximately 660 square feet of heated space to an existing single-family residence and construct a new approximately 416 square foot, two (2) car garage attached via breezeway. The proposed architectural materials for the primary façade will be hood siding on the front, wood siding and hardi-board on the left and right sides, and hardi board on the rear façade. The proposed color is pure white (SW 705). The garage doors will be made of metal and wood, gutters will be made of aluminum, and windows and their related materials will be made of wood and PVC.

Site Plan and Floor Plan

The applicant’s site plan shows the existing footprint of the single-family residence, the 660 square foot addition, breezeway and two (2) car garage. The addition will consist of a kitchen, bedroom, bath, and closet. To address the proposed garage’s encroachment on the side setback along the eastern property line and the rear setback along the northern property line, the applicant has filed for a setback variance (ZBA2025-005) which is set to be heard by the Zoning Board of Appeals at their May 20, 2025 meeting. The site plan is compliant with the impervious coverage maximum allowance.

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: COA2025-007 Staff Report (25-7328 : COA2025-007 307 Academy Street)

Existing Conditions



Attachment: COA2025-007 Staff Report (25-7328 : COA2025-007 307 Academy Street)

Proposed Garage Front Elevation (Adjacent to Academy Street)



Description of Front Elevation: Proposed material is hood siding, with metal/wood doors. Proposed color is pure white (SW705).

Discussion Items for Proposed Front Elevation: N/A

Proposed Rear Elevation for Garage and Breezeway



Description of rear elevation: Proposed Materials will be hardi-board, and the proposed color will be pure white (SW705).

Discussion Items for Proposed Rear Elevation: What are materials for the proposed rear door?

Proposed Right Elevation



Proposed Left Elevation



Description of right and left elevation: The proposed materials will be wood siding and hardi-board. The proposed color will be pure white or SW705.

Discussion Item for Left and Right Elevation: Will the proposed windows match the existing? What is the column size for the breezeway and new covered porch?

Attachment: COA2025-007 Staff Report (25-7328 : COA2025-007 307 Academy Street)

Applicable Building Standards:

3.5.1.25 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials.

3.5.3.1 All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.3.2 The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.

3.5.3.3 Corner boards should have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal.



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	SW 705 PURE WHITE	WOOD SIDING
Primary Façade:	h	
Primary Façade: Third		
Left Side:	SW 705 PURE WHITE	WOOD SIDING, HARI-BOARD
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	SW 705 PURE WHITE	WOOD SIDING, HARI BOARD
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	SW 705 PURE WHITE	WOOD HARI-BOARD
Rear: Second		
Rear: Third		
Rear: Basemnt		

REVISED JAN 2024

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Attachment: COA2025-007 Staff Report (25-7328 : COA2025-007 307 Academy 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)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	SW 705 PURE WHITE	WOOD SIDING
Primary Façade:	"	
Primary Façade: Third		
Left Side:	SW 705 PURE WHITE	WOOD SIDING, HARI-BOARD
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	SW 705 PURE WHITE	WOOD SIDING, HARI BOARD
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	SW 705 PURE WHITE	WOOD HARI-BOARD
Rear: Second		
Rear: Third		
Rear: Basemnt		

REVISED JAN 2024

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Attachment: COA2025-007 Staff Report (25-7328 : COA2025-007 307 Academy Street)

Discussion Items for both addendums: Need to identify which goes to the garage, which goes to addition/covered porch and which goes to the breezeway.

Recommendations

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

1. The lap siding reveal shall be between four and six inches in width.
2. Corner boards should have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal.
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.



Certificate of Appropriateness Application

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

JOB LOCATION			
Job Site Address: 307 Academy Street	Lot #	Tax Parcel ID: 6255062	
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: Barbara Morgan	Phone: 7702658400		
Address: 307 Academy Street	City: norcross	State: GA	Zip Code: 30071
APPLICANT			
Applicant Name: Robert Forro	Phone: 678-300-5440		
Company Name: 4.0 Construction LLC	Email: robert@40mainstreet.com		
Address: 300 Academy St	City: Norcross	State: GA	Zip Code: 30071
DESCRIPTION OF PROJECT			
Project Type <input 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: building a new master suite addition to the house. Rebuilding garage.			
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:	Date: 4/01/2025		
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 https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			

Attachment: COA2025-007 APPLICATION (25-7328 : COA2025-007 307 Academy 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	Basement
Building Dimensions:		
Width:	Length:	Height:*
Area Dimensions:		
First Floor: 29	Second Floor: /	Third Floor: /
Basement**: No	Front Porch: 232	Rear Porch: 248
Patio: /	Garage: 400	
Primary Roof System: (Circle One)		
Gable <input checked="" type="checkbox"/>	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch:	8/12	
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: COA2025-007 APPLICATION (25-7328 : COA2025-007 307 Academy 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)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	SW 705 PURE WHITE	WOOD SIDING
Primary Façade:	"	
Primary Façade: Third		
Left Side:	SW 705 PURE WHITE	WOOD SIDING, HARI-BOARD
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	SW 705 PURE WHITE	WOOD SIDING, HARI BOARD
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	SW 705 PURE WHITE	WOOD HARI-BOARD
Rear: Second		
Rear: Third		
Rear: Basemnt		

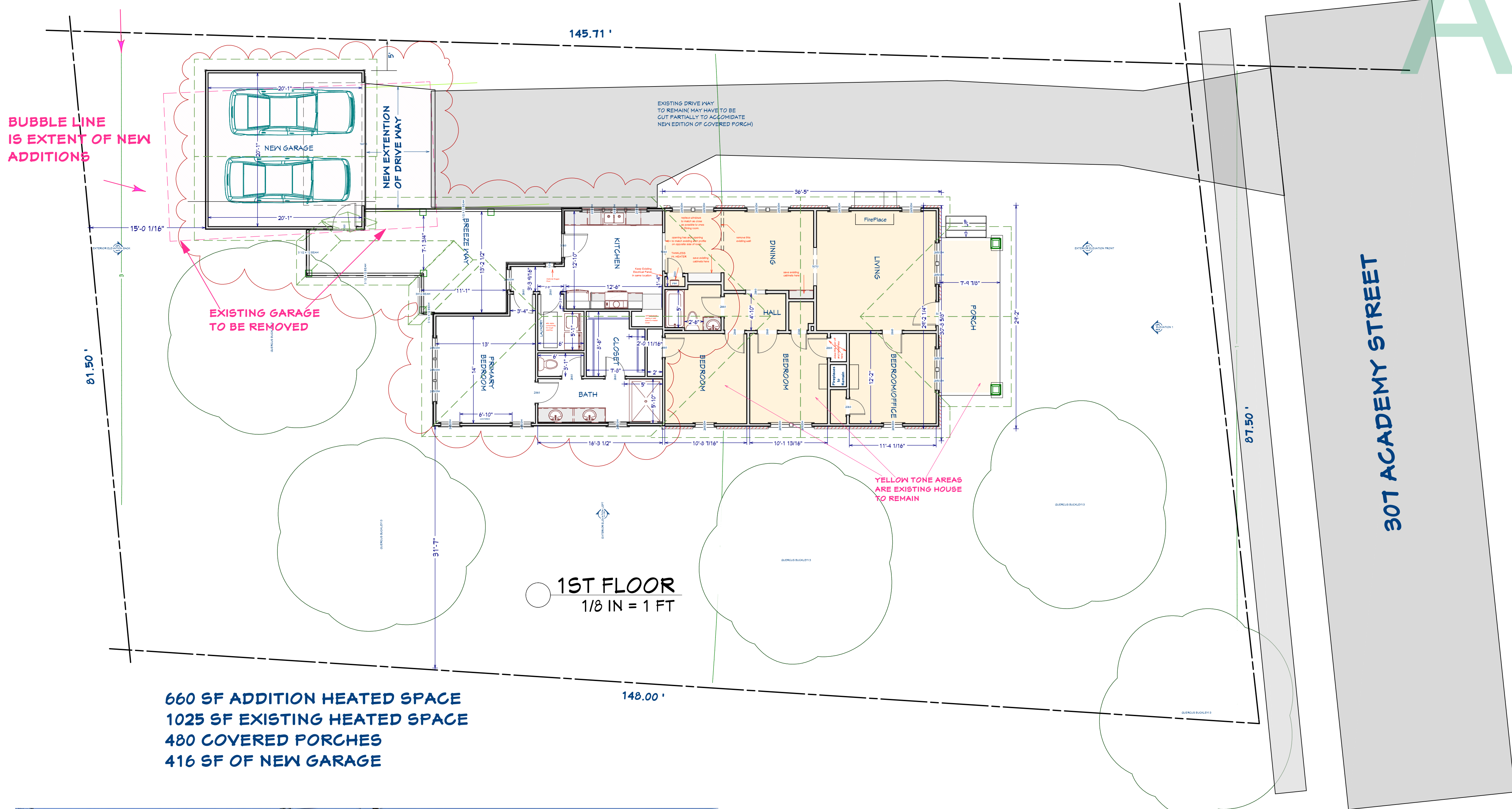
Attachment: COA2025-007 APPLICATION (25-7328 : COA2025-007 307 Academy Street)

COLOR AND MATERIAL PLACEMENT ADDENDUM
(Exterior Components)

Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors	SW 705 PURE WHITE	METAL / WOOD
Trim	∧	WOOD
Mortar	NA	
Gutters	WHITE	ALUMINUM
Corner Board	SW 705 PURE WHITE	HARDI-BOARD
Railings	NA	
Windows	SW 705 PURE WHITE	WOOD
Window Sills	SW 705 PURE WHITE	PVC
Window Muntin/Mulli	SW 705 PURE WHITE	PVC
Columns	SW 705 PURE WHITE	PVC
Other Architectural Features		
Other Architectural		

Attachment: COA2025-007 APPLICATION (25-7328 : COA2025-007 307 Academy Street)

ARB SET



REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

SITE PLAN
SURVEY
Existing View

307 ACADEMY STREET
ARB ELEVATIONS

DRAWINGS PROVIDED BY:
R. FORRO

DATE:
4/7/25

SCALE:

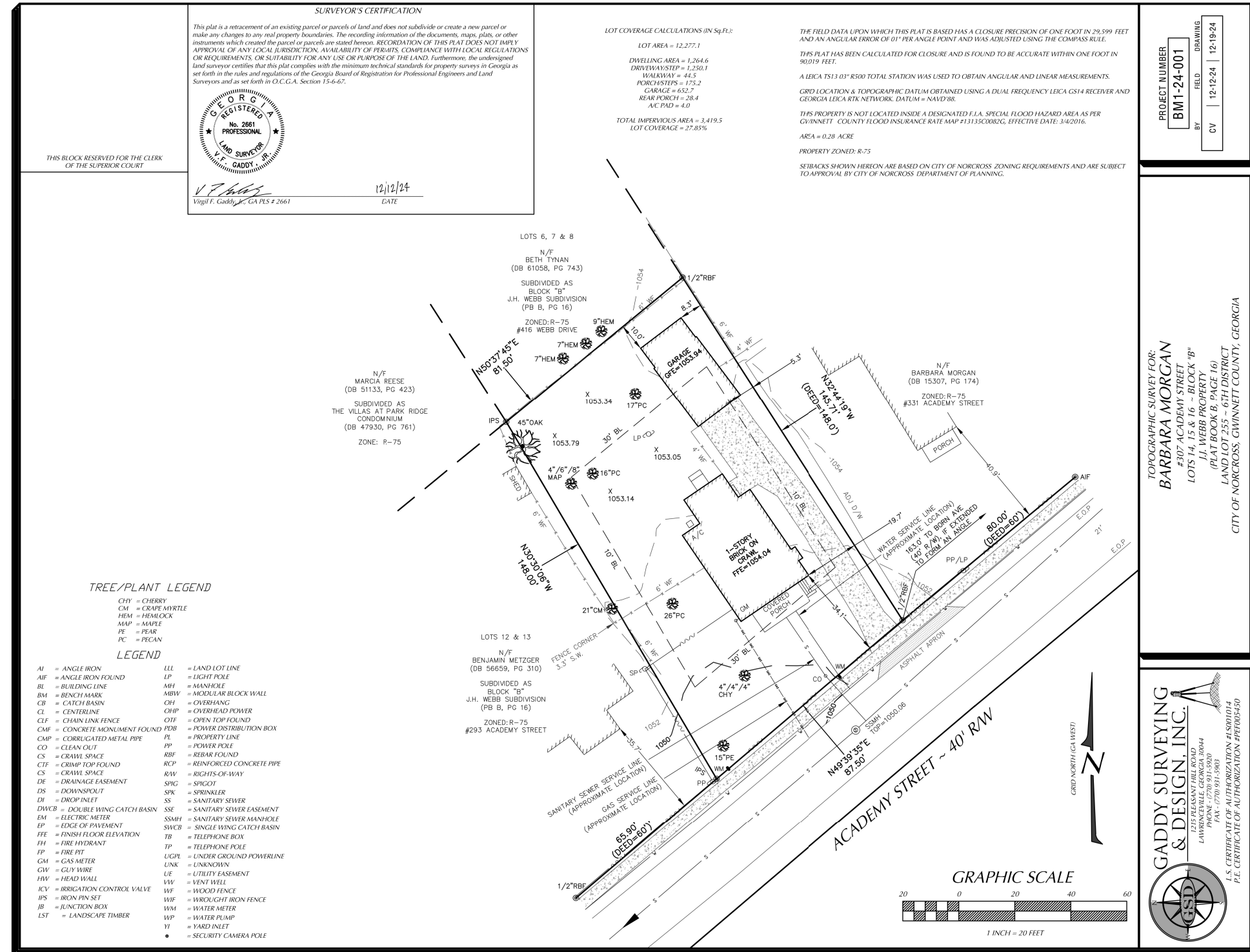
SHEET:
P-1



Existing View

Impervious Calculations

TOTAL LOT AREA	12,277 S.F.
PRIOR EXISTING IMPERVIOUS AREAS(AS PER ATTACHED SURVEY)	3,419.5 S.F.
PROPOSED IMPERVIOUS AREA TO EXISTING CONDITIONS	1316 S.F.
AREAS TO BE REMOVED FROM EXISTING	405 S.F.
NET IMPERVIOUS CONDITION AFTER NEW IS ADDED TO OLD AND CREDIT IS ACCOUNTED FOR AFTER OLD GARAGE IS REPLACED WITH NEW SMALLER GARAGE	4330.5 S.F.
TOTAL PERCENTAGE OF IMPERVIOUS AREA TO LOT AFTER NEW ADDITIONS AND DEMOLITIONS	35 %

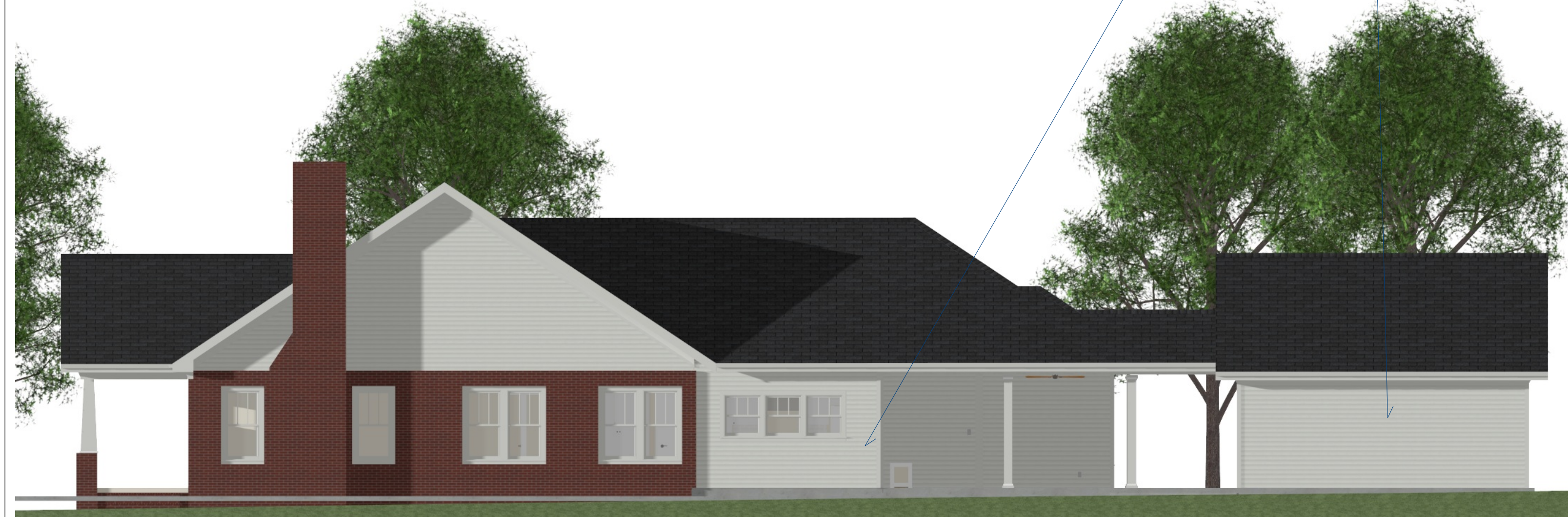


ARB SET



ROOF IS FIBERGLASS SHINGLES TO MATCH EXISTING
WINDOWS ARE WOOD TO MATCH EXISTING
GARAGE DOOR IS PAINTED ALUMINUM

Hardiboard Siding
and Cornice



NUMBER	DATE	REVISOR	DESCRIPTION

307 ACADEMY STREET ARB ELEVATIONS

DRAWINGS PROVIDED BY:
R. FORRO

DATE:

4/7/25

SCALE:

SHEET:



Department of Community Development

TO: Architectural Review Board
FROM: LeJarius Scott
DATE: May 20, 2025
SUBJECT: COA2025-008 296 Sunset
Drive CC:

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

Consideration of a detached garage with an accessory dwelling unit and converting an existing deck into a screen porch.



Meeting Date: 5/20/2025 at 6:00 PM

Petition Number: COA2025-008

Project Type:

Accessory Dwelling Unit and Screen Porch

Property Location:

296 Sunset Drive

Tax Parcel ID:

6254 131A

Petitioner:

Robert Forro

Petitioner's Request:

Consideration of a detached garage with an accessory dwelling unit and converting an existing deck into a screen porch

Vicinity Map:



Attachment: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)

City of Norcross Architectural Review Board Meeting for May 20, 2025, at 6:00 PM

PROPERTY INFORMATION	
Property Location	296 Sunset Drive
Acreage:	1.47 acres
Existing Lot Dimensions:	Lot frontage along Sunset Drive: 118 feet Lot Depth: Approximately 357 feet
Existing Building Dimensions:	N/A
Topography:	High Point: 1062 Low Point: 1038
Elevation:	High Point: Southeast side Low Point: West side
Encumbrances:	N/A

Project Description

The applicant seeks to construct an accessory dwelling unit on a single-family residential lot. The first level of the accessory dwelling unit will consist of a two (2) garage, golf cart storage, and a restroom. The second level of the accessory dwelling unit will consist of a studio apartment fitted with a kitchenette and restroom. The accessory dwelling unit will also have an attached covered porch, which will house an outdoor kitchen. SW 705 (Pure White SW 7005) is the primary color being used. The second proposal is converting an existing deck into a screen porch on the side of the existing single-family residence.

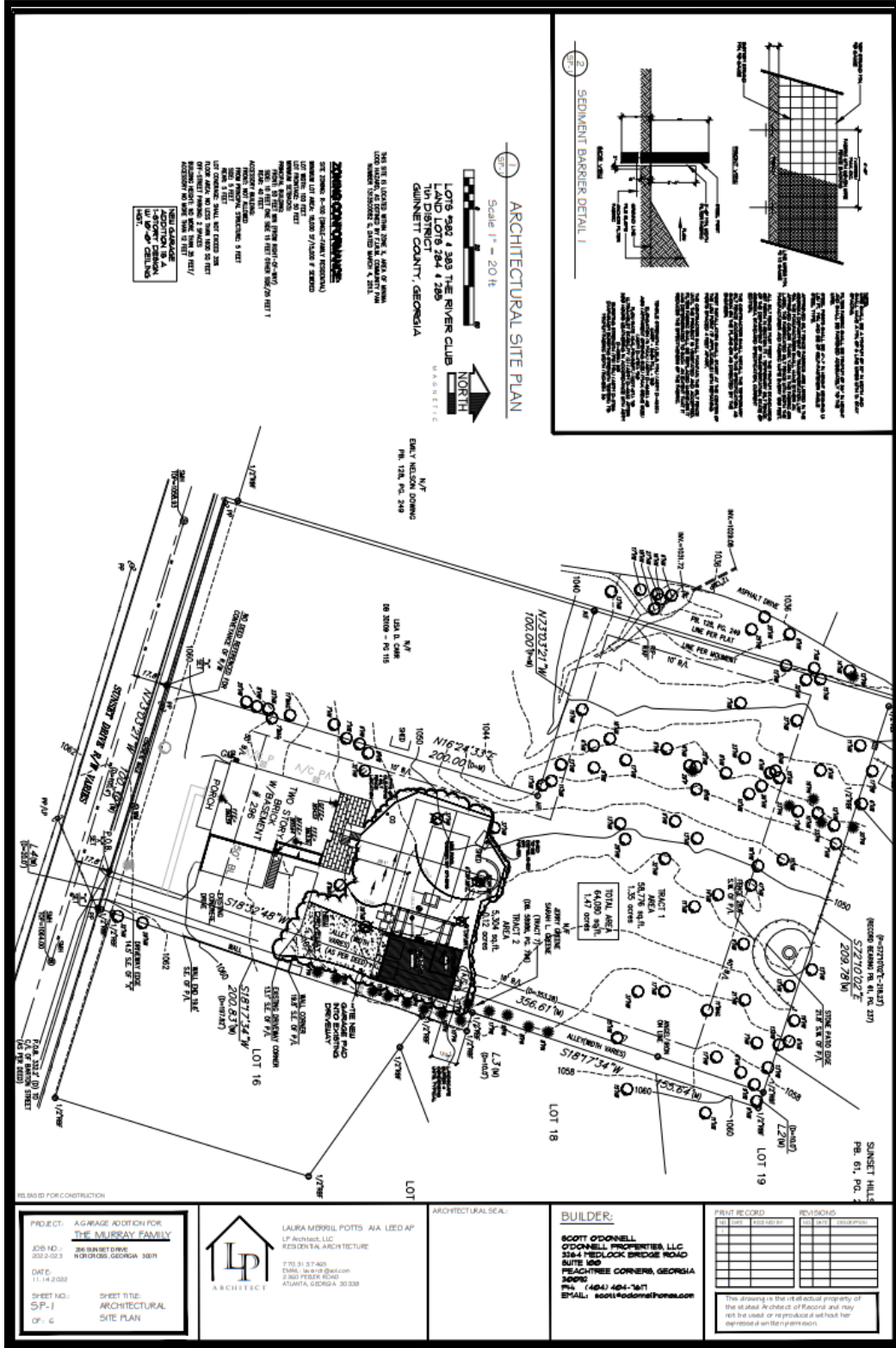
Site Plan and Floor Plan

The applicant’s site plan shows the existing single-family residence, the existing deck that will be converted to a screen porch, and the proposed detached garage and accessory dwelling unit. The ADU will need to adhere to UDO code section 202-3 (b), which outlines the prescribed requirements for Accessory Dwelling Units.

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: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)

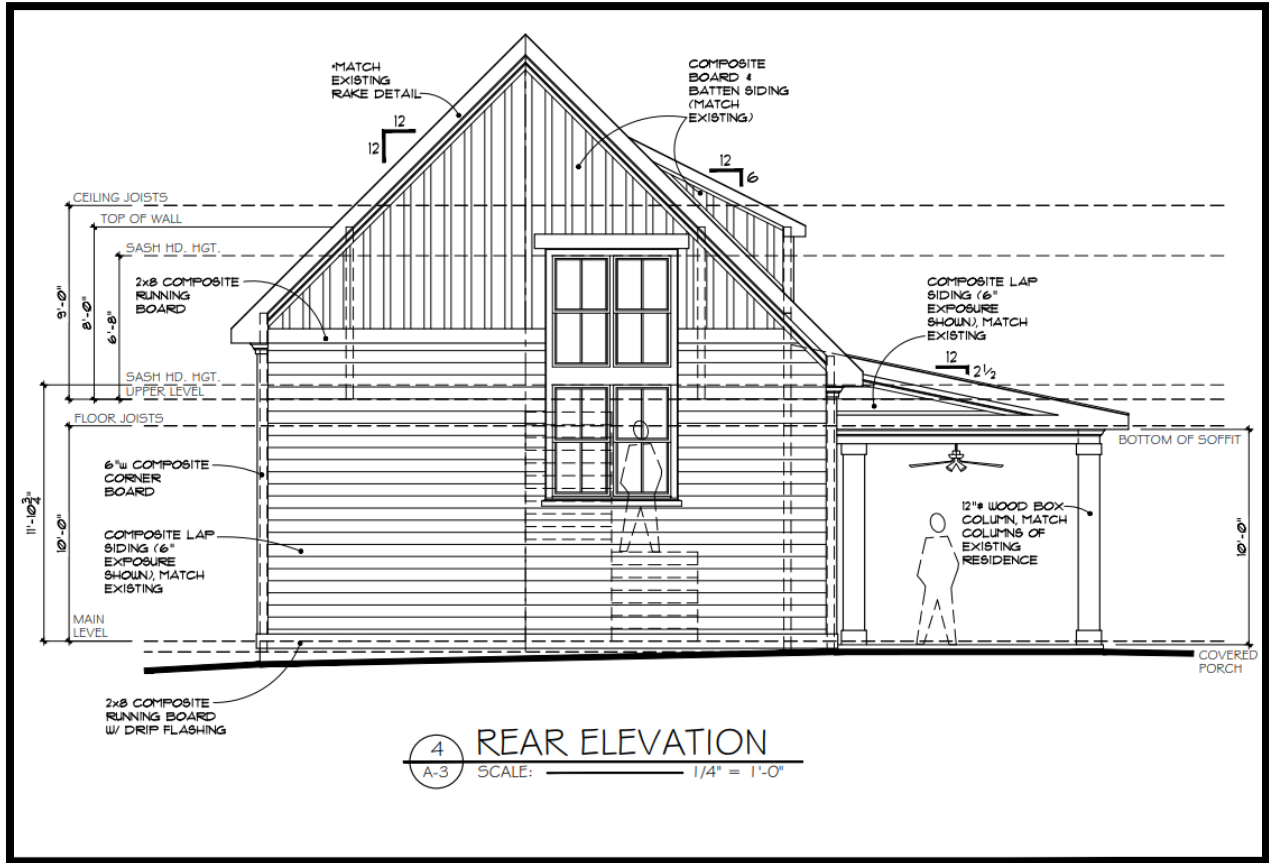


Attachment: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)

Description of Front Elevation: Proposed material will be hardi-board and proposed color will be SW705 (Pure White).

Discussion Items for Proposed Front Elevation: N/A

Proposed Rear Elevation of Accessory Dwelling Unit

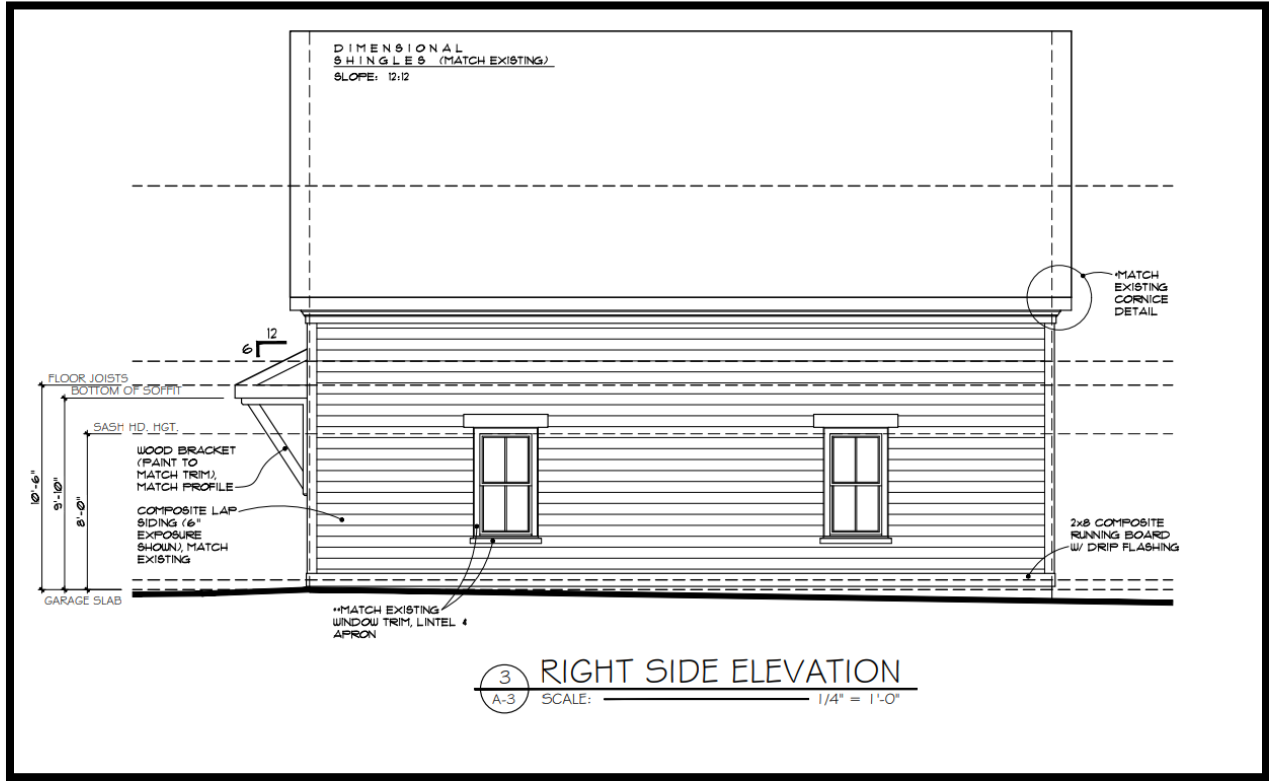


Description of rear elevation: Proposed material will be hardi-board and proposed color will be SW705 (Pure White).

Discussion Items for Proposed Rear Elevation: What is the peak height?

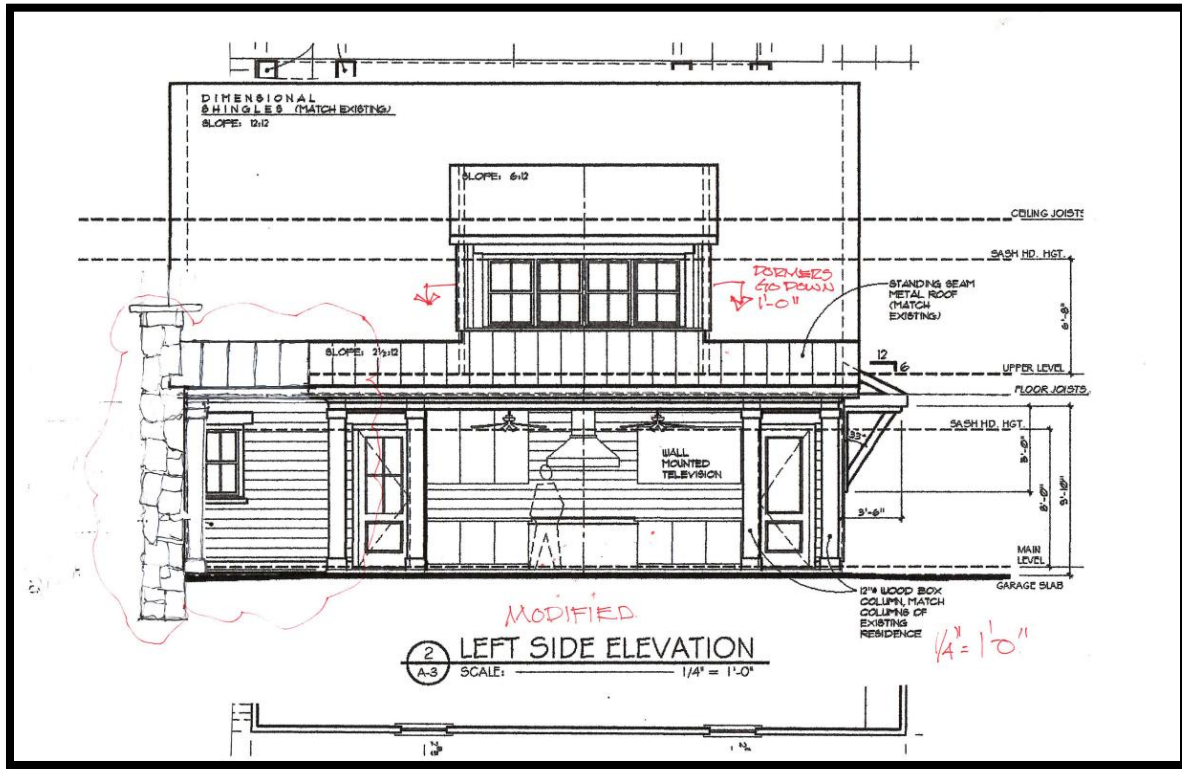
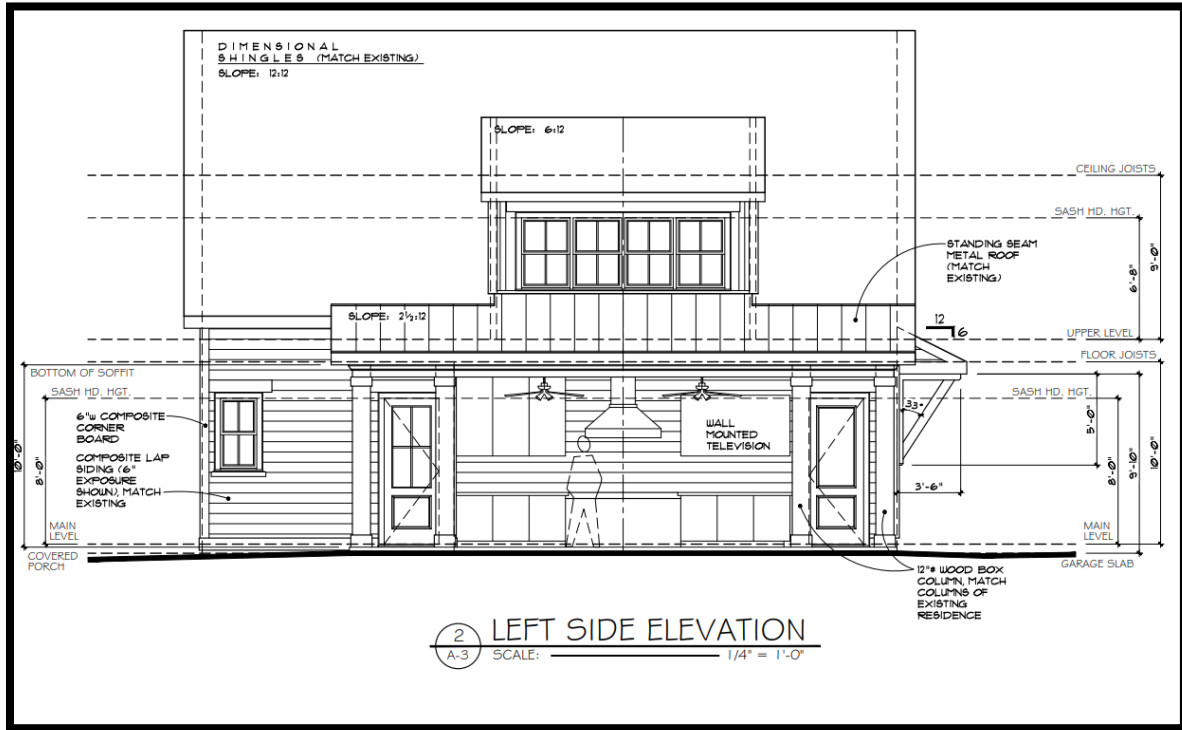
Attachment: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)

Proposed Right Elevation of Accessory Dwelling Unit



Attachment: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)

Proposed Left Elevation of Accessory Dwelling Unit

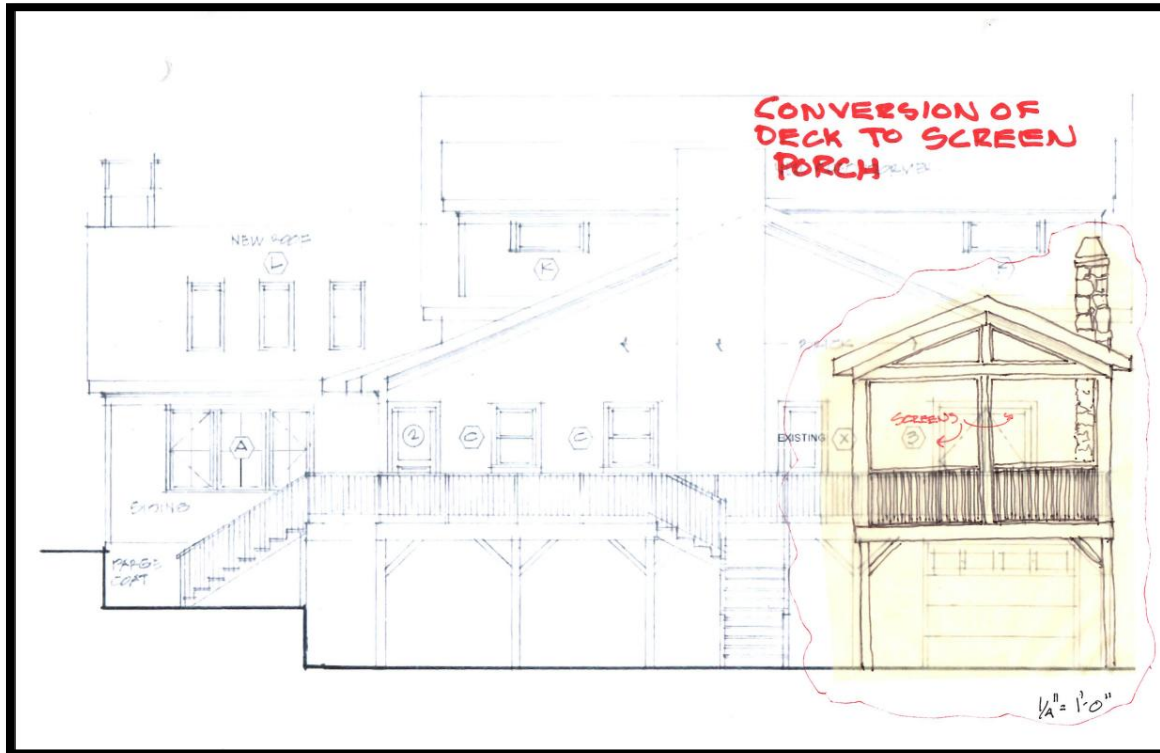


Attachment: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)

Description of right and left elevation: Proposed Material will be hardi-board and proposed color will be SW705 (Pure White).

Discussion Item for Left and Right Elevation: Which left elevation is being considered for approval? Please describe the proposed chimney and fireplace on porch. Please describe columns as well.

Deck to Screen Porch Proposal:



Attachment: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)

Description of conversion of existing deck to screen porch: Proposed material will be hardi-siding, door stain sample is dark walnut, and lantern design is Bevolo French Quarter.

Discussion items for proposed screen porch:

Applicable Building Standards:

3.5.1.25 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials.

3.5.3.1 All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.3.2 The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.

3.5.3.3 Corner boards should have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal.



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	SW 705 PURE WHITE	HARI-BOARD
Primary Façade:		
Primary Façade: Third		
Left Side:	SW 705 PURE WHITE	HARI-BOARD
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	SW 705 PURE WHITE	HARDI-BOARD
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	SW 705 PURE WHITE	HARI-BOARD
Rear: Second		
Rear: Third		
Rear: Basemnt		

REVISED JAN 2024

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Attachment: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)



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	TENNESSEE FIELD STONE	TENNESS FIELD STONE
Garage Doors	SW 705	Wood
Trim	SW 705	HARDI-BOARD
Mortar	BUFF	BUFF
Gutters	WHITE	ALUMINUM
Corner Board	SW 705	HARDI-BOARD
Railings	SW 705	CEDAR
Windows	WHITE	METAL w/MUTTONS
Window Sills	WHITE	METAL
Window Muntin/Mulli	WHITE	METAL
Columns	SW 705	PVC / CEDAR ON DECK PORCH
Other Architectural Features		
Other Architectural		

REVISED JAN 2024

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Attachment: COA2025-008 Staff Report (25-7329 : Coa2025-008 296 Sunset Drive)

Discussion Items for Addendums: Is there a difference between Hari and Hardi? (Staff is assuming that this is a typo). For the garage doors wood material, what is the color of the stain?

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: 296 Sunset Drive	Lot #	Tax Parcel ID: 6254 131A	
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: Stephen and Brittany Murray		Phone: 404 409 8577	
Address: 296 Sunset Drive	City: norcross	State: GA	Zip Code: 30071
APPLICANT			
Applicant Name: Robert Forro		Phone: 678 300 5440	
Company Name: 4.0 construction llc		Email:	
Address: po box 519	City: norcross	State: ga	Zip Code: 30091
DESCRIPTION OF PROJECT			
Project Type <input 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:			
Construction of an ADU above a garage with side porch and fireplace, and conversion of an existing deck to a screen porch with fireplace			
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:		Date: 4-3-25	
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 https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			



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: 39'2"	Length: 38'2"	Height:*
Area Dimensions:		
First Floor: 196	Second Floor: 576	Third Floor:
Basement**: na	Front Porch:	Rear Porch: 494
Patio:	Garage: 696	
Primary Roof System: (Circle One)		
Gable yes	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 6/12		
Secondary Roof Pitch: 2.5/12		
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: COA2025-008 APPLICATION (25-7329 : Coa2025-008 296 Sunset Drive)



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	SW 705 ^{PURE} WHITE	HARDI-BOARD
Primary Façade:		
Primary Façade: Third		
Left Side:	SW 705 ^{PURE} WHITE	HARDI-BOARD
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	SW 705 ^{PURE} WHITE	HARDI-BOARD
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	SW 705 ^{PURE} WHITE	HARDI-BOARD
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-008 APPLICATION (25-7329 : Coa2025-008 296 Sunset Drive)



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	TENNESSEE FIELD STONE	TENNESS FIELD STONE
Garage Doors	SW 705	WOOD
Trim	SW 705	HARDI-BOARD
Mortar	BUFF	BUFF
Gutters	WHITE	ALUMINUM
Corner Board	SW 705	HARDI-BOARD
Railings	SW 705	CEDAR
Windows	WHITE	METAL w/MUTTONS
Window Sills	WHITE	METAL
Window Muntin/Mulli	WHITE	METAL
Columns	SW 705	PVC / CEDAR ON DECK PORCH
Other Architectural Features		
Other Architectural		

Attachment: COA2025-008 APPLICATION (25-7329 : Coa2025-008 296 Sunset Drive)

EAVE HEIGHT
17'-8"
12'-8"
8'-8"

Avg HEIGHT IS 13'-0"
OF EAVES

- 21' PEAK (-) Avg. 13' = 14 DIFF. EAVE
- AVERAGE ROOF FROM AVERAGE EAVE HEIGHTS IS

$13 + (14:2) = 20'$

Avg. ROOF HEIGHT IS 20'-0"

ROOF PEAK 21'-0"

AVERAGE ROOF HEIGHT IS 20'



CEILING 9'-0"

6 1/4" COMPOSITE CORNER BOARD

296 SUNSET DRIVE

1 FRONT ELEVATION
SCALE: 1/4" = 1'-0"

ROOF HEIGHT CALCULATIONS



Department of Community Development

TO: Architectural Review Board
FROM: LeJarius Scott
DATE: May 20, 2025
SUBJECT: COA2025-009 2301 Marshes Glenn
Dr CC:

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

Add zinc roof to existing front porch



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

D.4.a



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

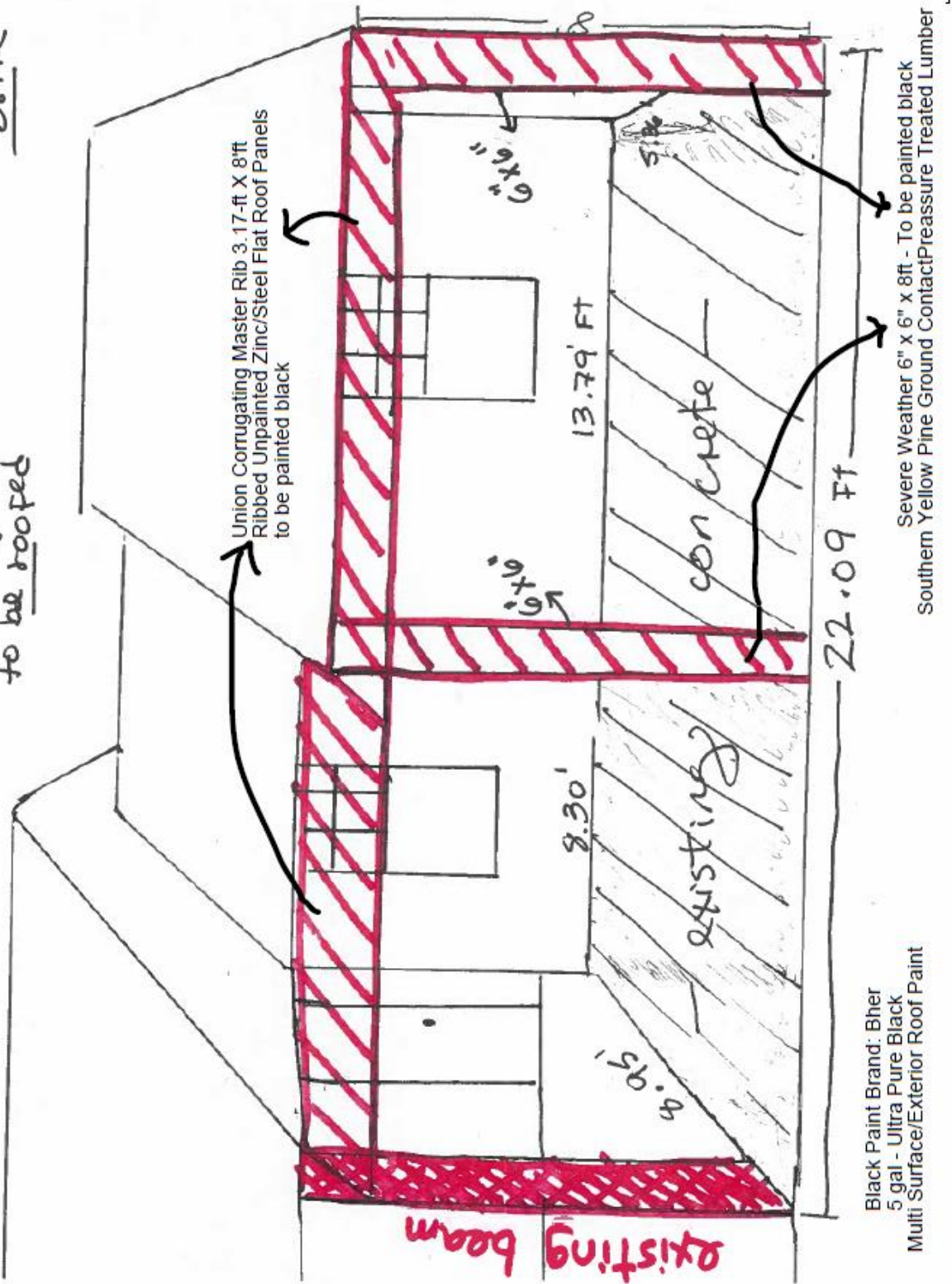


Attachment: COA2025-009 Staff Report - Revised DRE 5.14.25 (25-7330 : Coa2025-009 2301 Marshes Glenn Dr)

Proposed Front Elevation:

2301 Marshes Gl
Drive

147.78 sq ft
to be roofed



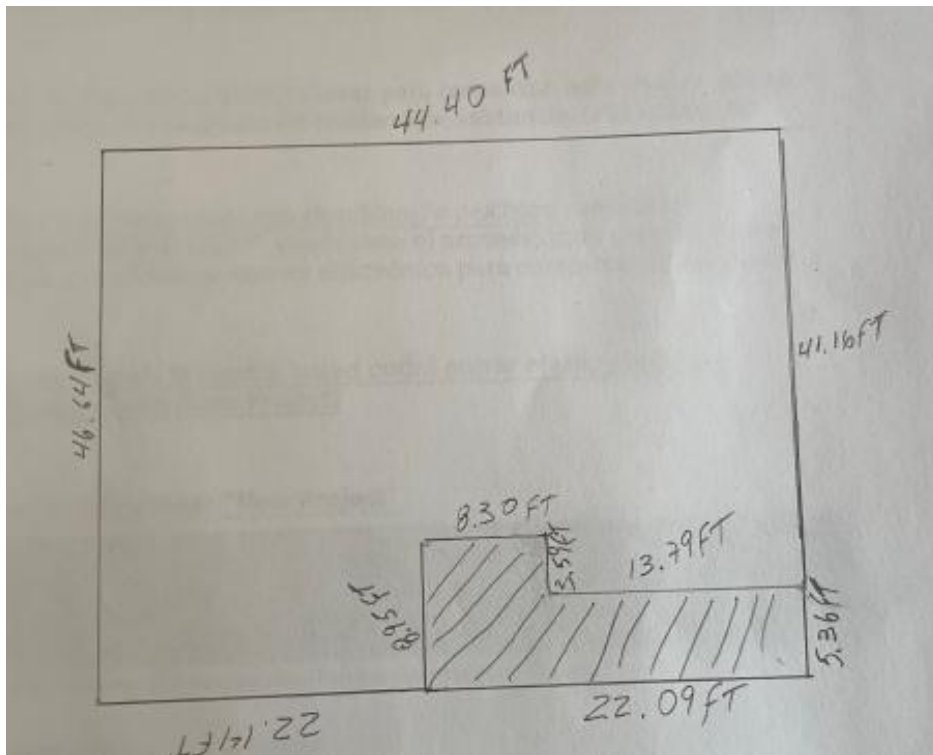
Black Paint Brand: Bher
5 gal - Ultra Pure Black
Multi Surface/Exterior Roof Paint

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: 2301 Marshes Glen Dr Norcross, GA 30071	Lot #	Tax Parcel ID:	
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: ORLEY GUTIERRES	Phone:		
Address:	City:	State:	Zip Code:
APPLICANT			
Applicant Name: ORLEY GUTIERRES	Phone: 476-710-8535		
Company Name:	Email: nosleidys@gmail.com		
Address: 2301 Marshes Glenn Dr	City: Norcross	State: GA	Zip Code: 30071
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:			
<p>Adding roof to existing porch. roof to be made of zinc, painted in black and supported by 6"x6" wooden beams.</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:			

OWNER'S SIGNATURE			
Signature:	Date: 4-8-25		
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 https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			

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

Foundation Type: (Circle One)		
Slab	Crawl Space	Basement
Building Dimensions:		
Width:	Length:	Height:*
Area Dimensions:		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch: 147.78 sq ft	Rear Porch:
Patio:	Garage:	
Primary Roof System: (Circle One)		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: Flat Roof / no inclination.		
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: COA2025-009 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	<i>Black</i>	<i>Behr Paint.</i>
Other Architectural Features	<i>Roof/Black</i>	<i>Behr Paint</i>
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)



Department of Community Development

TO: Architectural Review Board
FROM: LeJarius Scott
DATE: May 20, 2025
SUBJECT: COA2025-10 479 Holcomb Bridge Rd
CC:

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

Consideration the following:

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.



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

Petition Number: COA2025-010

Project Type:	Residential
Property Location:	479 Holcomb Bridge Rd
Tax Parcel ID:	6254 069E
Petitioner:	Wright Gardener
Petitioner's Request:	

- 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.

Vicinity Map:



City of Norcross Architectural Review Board Meeting for May 20th, 2025, at 6:00

PROPERTY INFORMATION	
Property Location	479 Holcomb Bridge Rd
Acreage:	Approximately 0.54 Acres
Existing Lot Dimensions:	Frontage: Approximately 100' along Holcomb Bridge Rd
Topography:	High Point: Northeast Corner Low Point: Northeast Corner
Elevation:	High Point: 990 Feet Low Point: 970 Feet
Encumbrances:	N/A

Project Description

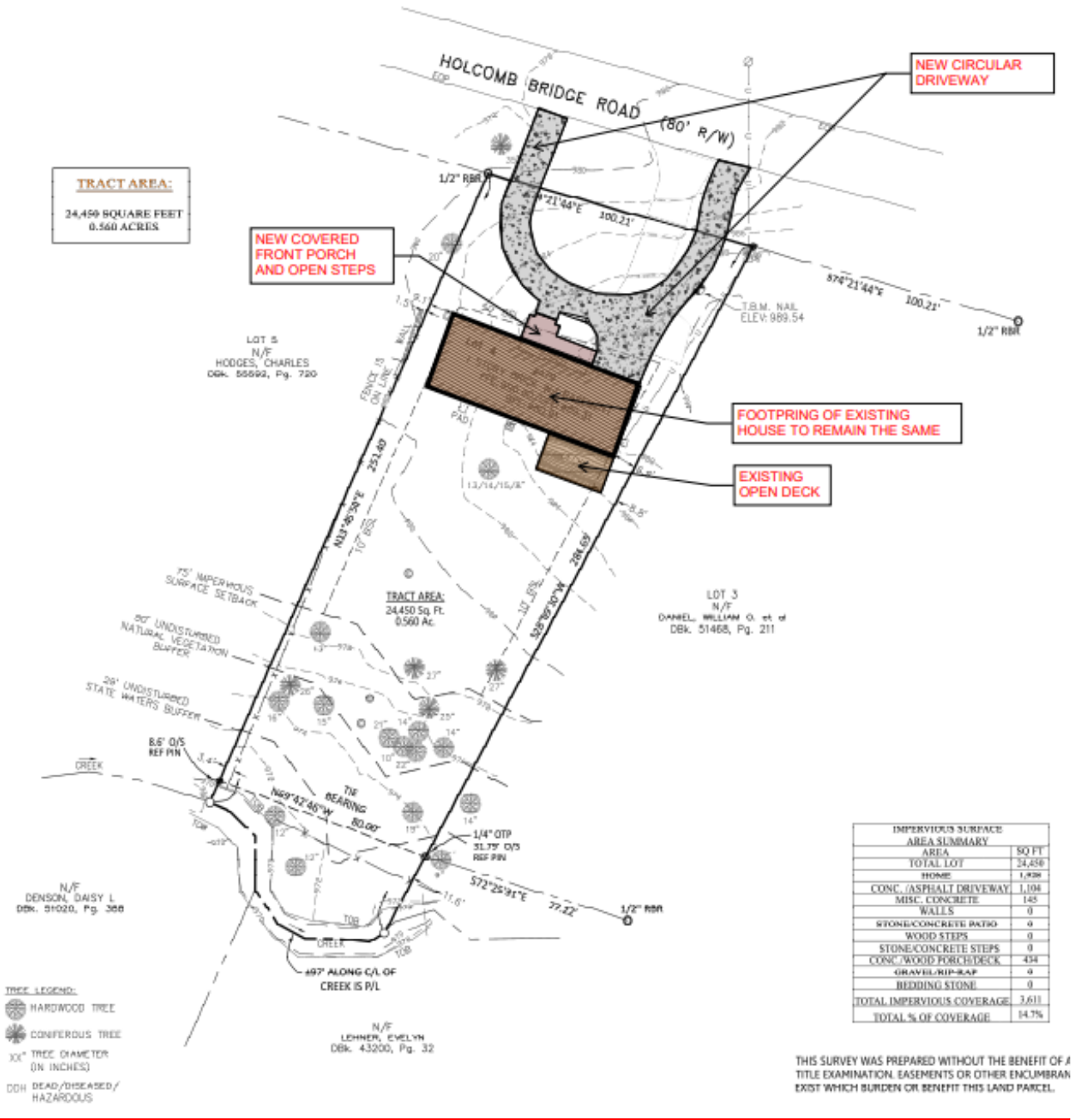
The applicant seeks to renovate the property to include: construction of a second floor with additional bedrooms and a bathroom; finish the basement with an optional bedroom and a bathroom; and addition of a covered front porch with steps. The applicant is also indicating construction of a circular driveway, which will be considered with the building plan review.

Existing Site Plan:



Attachment: COA2025-010 479 Holcomb Bridge Staff Report Revised DRE 5.14.25 (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)

Proposed Site Plan:



Attachment: COA2025-010 479 Holcomb Bridge Staff Report Revised DRE 5.14.25 (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)

Proposed List of Changes to Existing Property:

- Covered front porch addition
- Existing carport will be enclosed to become a two-car garage
- New circular driveway will be constructed
- Basement will be renovated and finished to provide an optional sixth bedroom/flex space and a bath.
- The existing one-story home will be renovated and a second floor added. The final floor plan will have 5 bedrooms and 4 baths on the new second level and an optional 6th bedroom and additional bath in the basement.
- On the exterior, the existing brick will remain on the ground floor and is proposed to be painted. Second floor will be fiber cement shiplap siding.

stamp:

This drawing is the property of WRIGHT GARDNER ARCHITECT, L.L.C. It is to be used for the project and site specifically identified herein and not to be used for any other project without the written consent of WRIGHT GARDNER ARCHITECT, L.L.C.

REVISIONS

No.	Description	Date

sheet title:

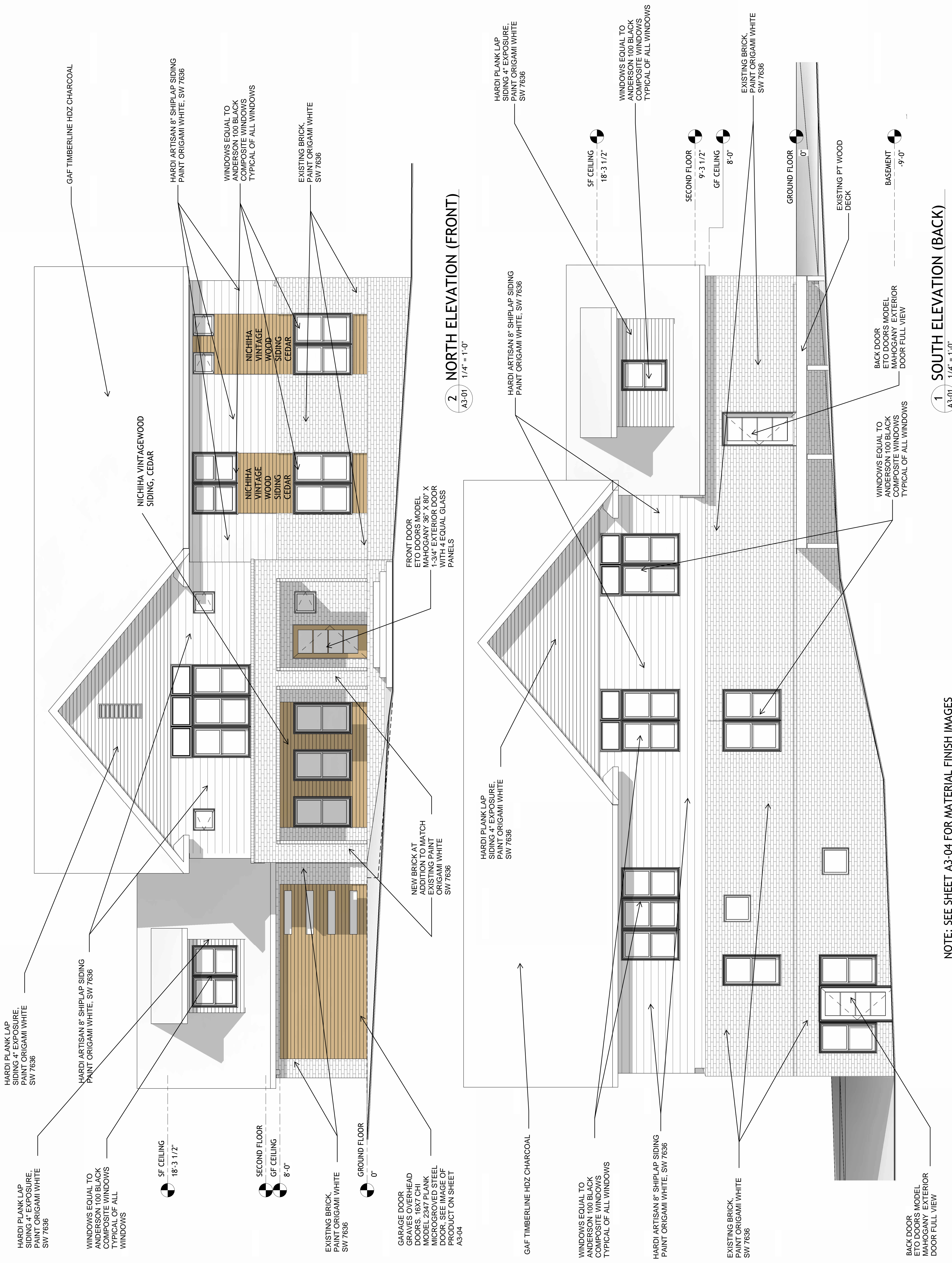
ELEVATIONS

project number: 22-000
drawing date: MM.DD.2022
scale: as noted

sheet number:

A3-01

NOT ISSUED FOR CONSTRUCTION
 ISSUED FOR CONSTRUCTION



NOTE: SEE SHEET A3-04 FOR MATERIAL FINISH IMAGES

RESIDENTIAL RENOVATION

479 HOLCOMB BRIDGE RD
NORCROSS, GEORGIA, 30071

stamp:

This drawing is the property of WRIGHT GARDNER ARCHITECT, LLC. It is to be used for the project and site specifically identified herein and may not be used for any other project without the written consent of WRIGHT GARDNER ARCHITECT, LLC.

REVISIONS

No.	Description	Date

sheet title:

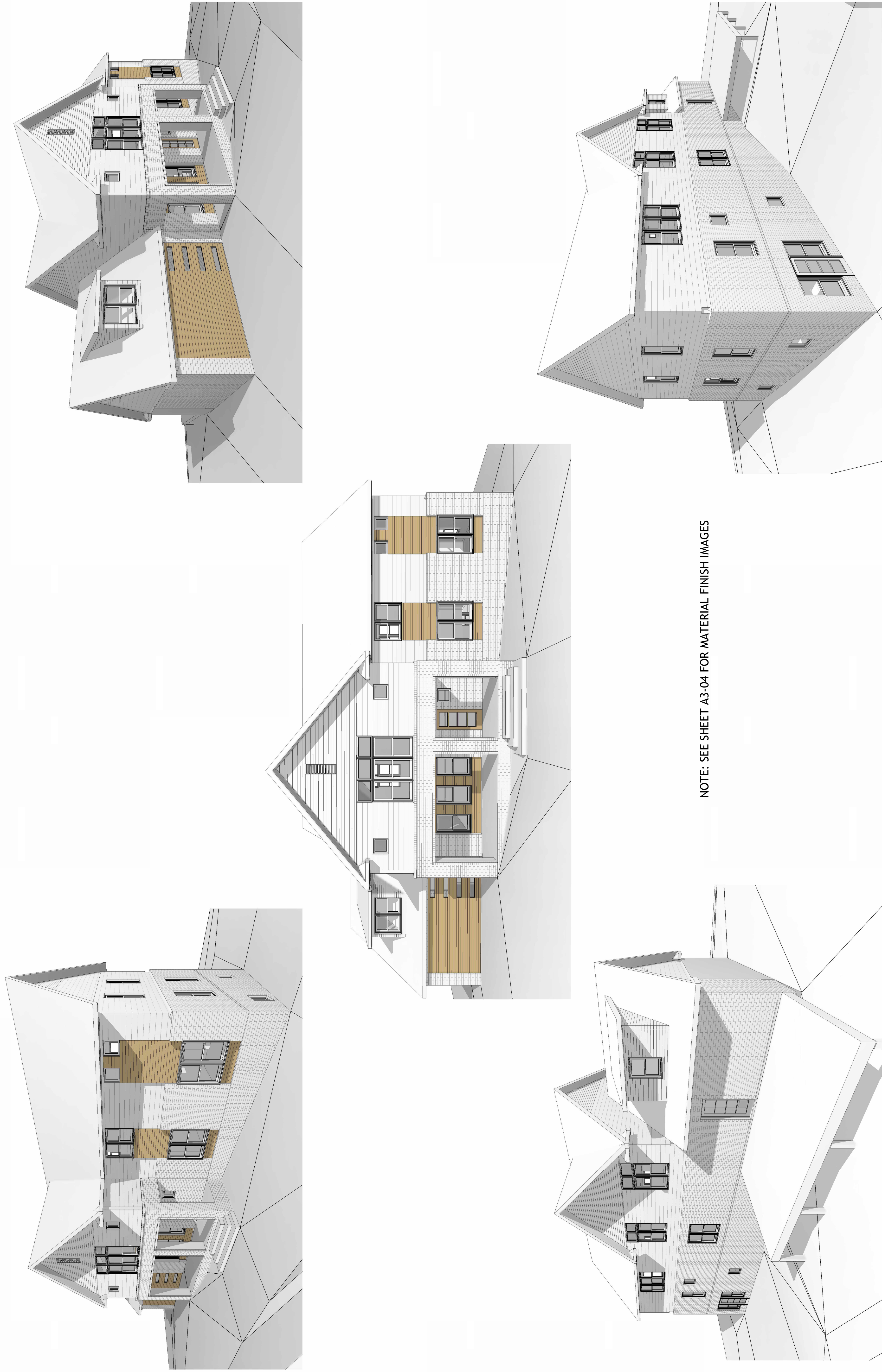
3D VIEWS

project number: 22-nm
drawing date: MM.DD.2022
scale: as noted

sheet number:

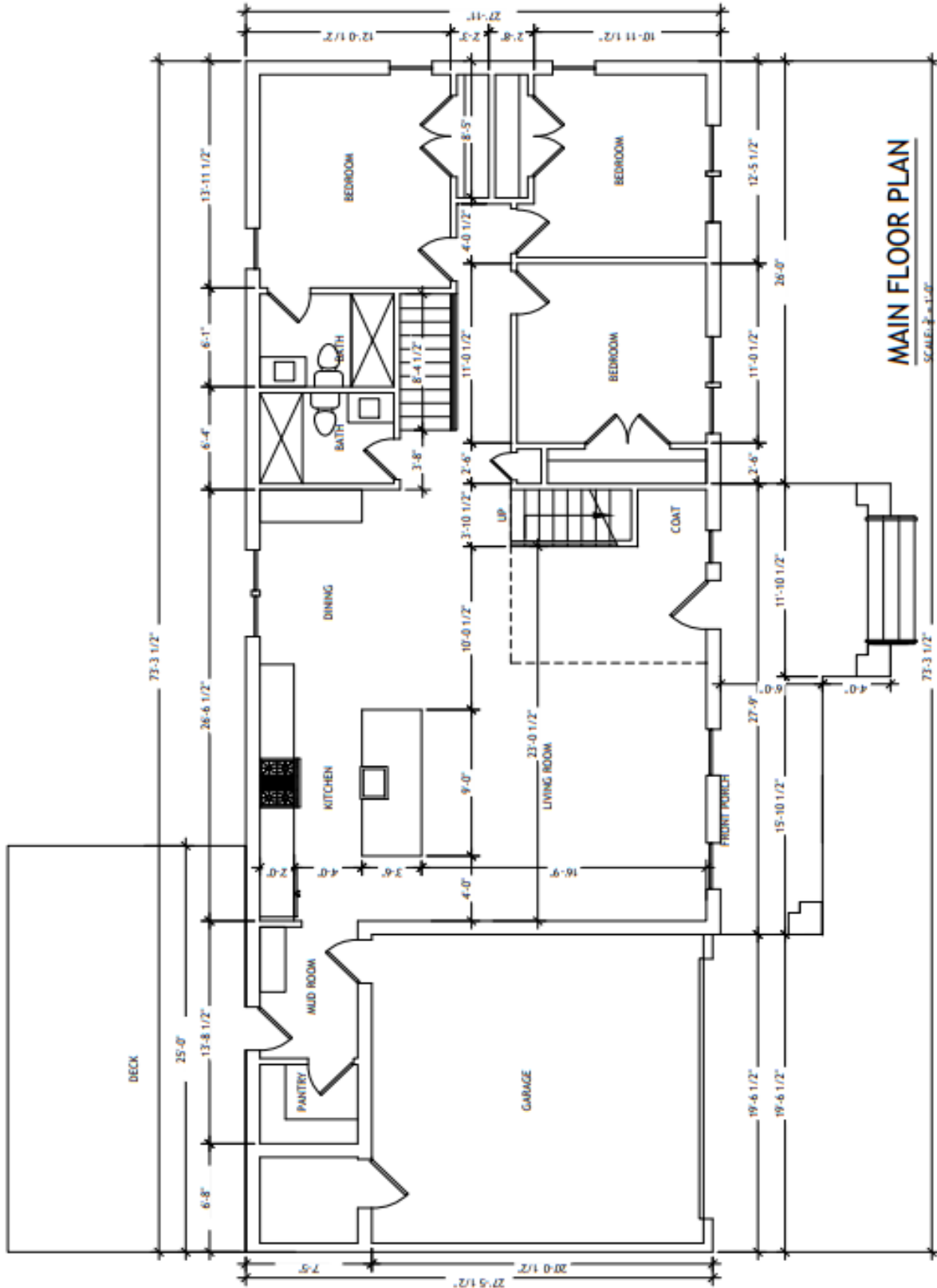
A3-03

- NOT ISSUED FOR CONSTRUCTION
- ISSUED FOR CONSTRUCTION

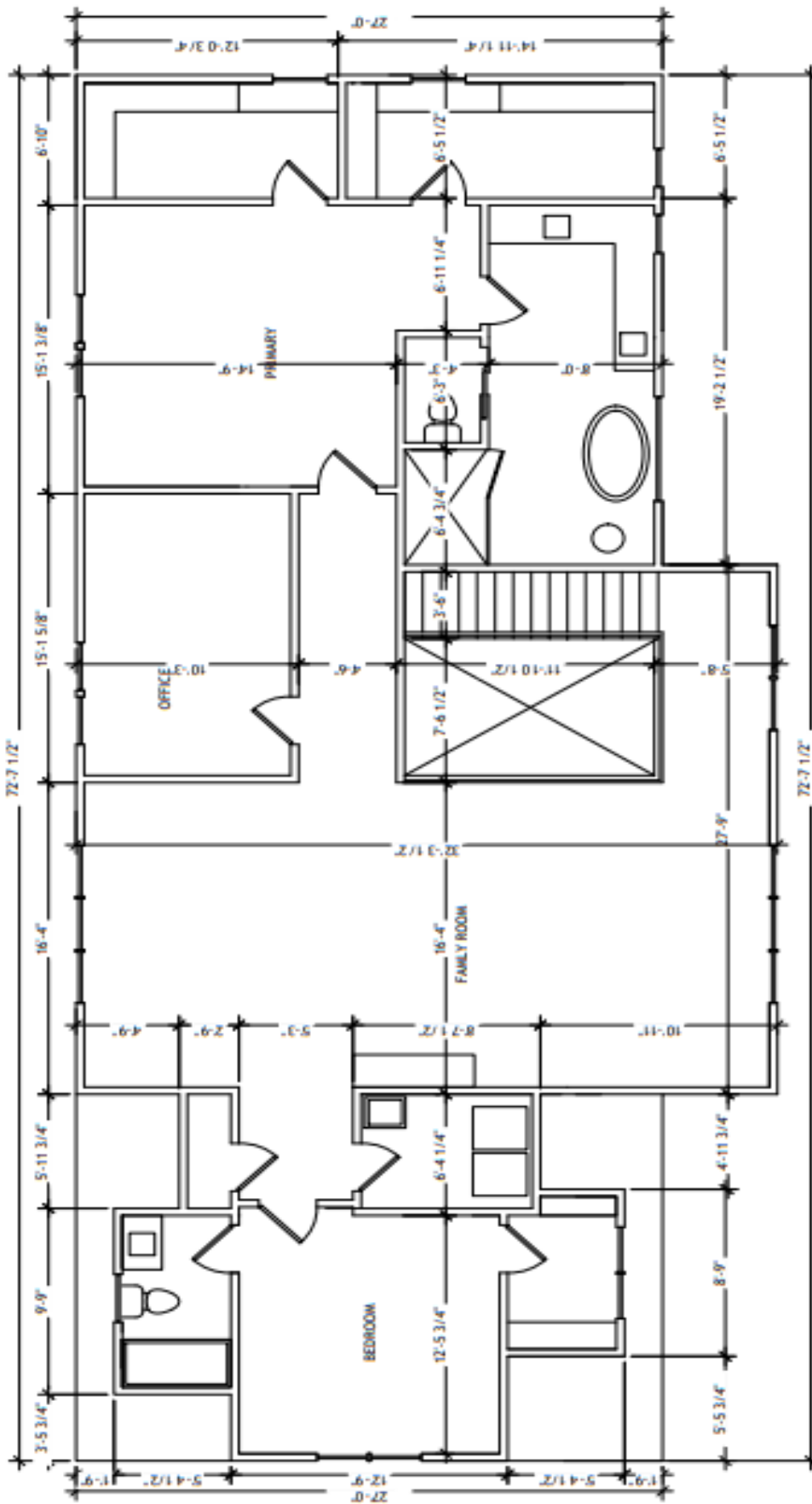


NOTE: SEE SHEET A3-04 FOR MATERIAL FINISH IMAGES

Proposed Floor Plans:



Attachment: COA2025-010 479 Holcomb Bridge Staff Report Revised DRE 5.14.25 (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)



SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

Foundation Type: (Circle One)		
Slab	Crawl Space	Basement
Building Dimensions:		
Width: 73	Length: 28	Height:* 30 max
Area Dimensions:		
First Floor: 1647	Second Floor: 1955	Third Floor:
Basement**: 736	Front Porch:226	Rear Porch:350
Patio:	Garage:396	
Primary Roof System: (Circle One)		
Gable Roof is Gabled	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 12:12		
Secondary Roof Pitch:		
Additional Roof Pitch:3:12		
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: COA2025-010 479 Holcomb Bridge Staff Report Revised DRE 5.14.25 (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)



RESIDENTIAL RENOVATION

479 HOLCOMB BRIDGE RD
NORCROSS, GEORGIA, 30071

stamp:

This drawing is the property of WRIGHT GARDNER ARCHITECT, L.L.C. and shall remain the property of WRIGHT GARDNER ARCHITECT, L.L.C. It is to be used for the project and specifications identified herein and is not to be used for any other project without the written consent of WRIGHT GARDNER ARCHITECT, L.L.C.

revisions

No. Description Date

No.	Description	Date

sheet title:

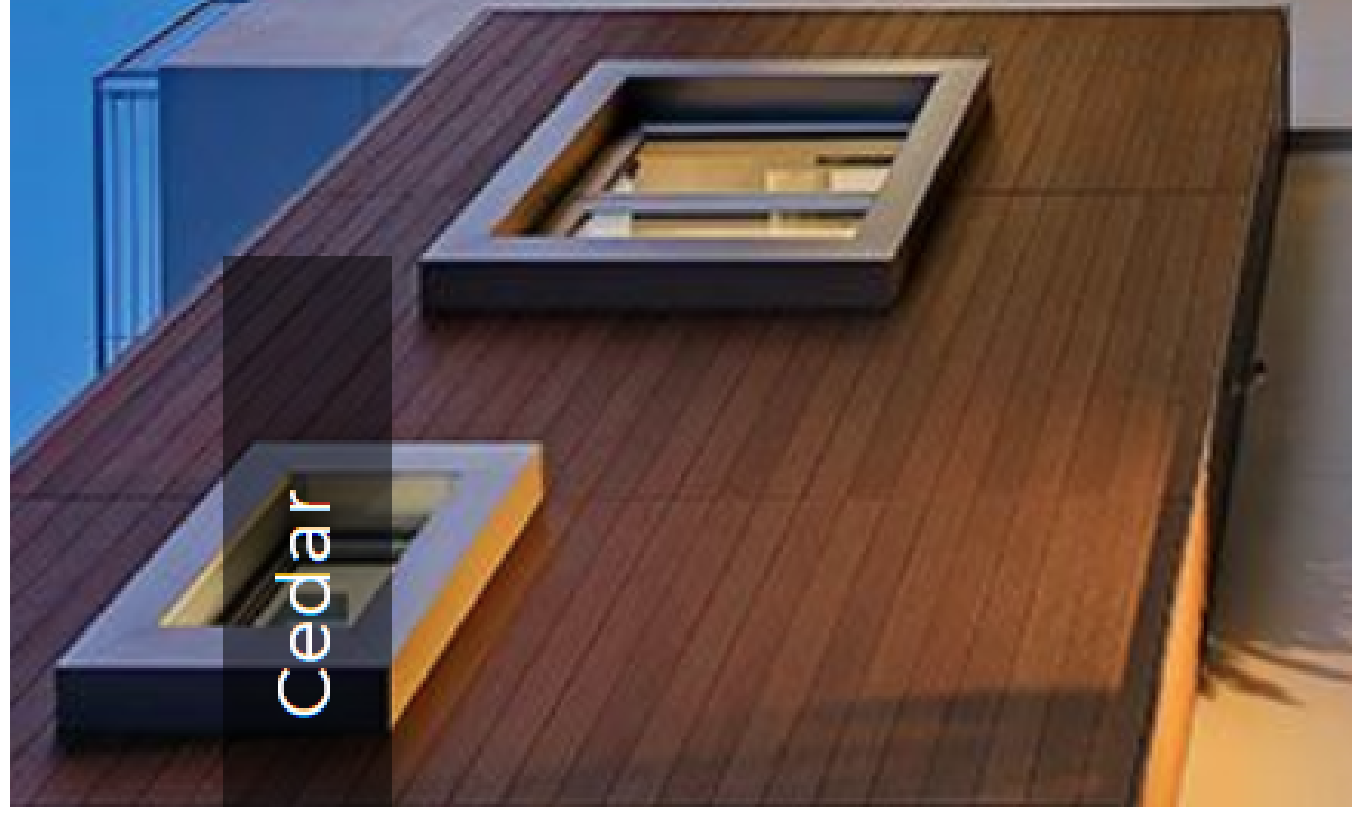
**MATERIAL
BOARD**

project number: 22-nn
drawing date: MM.DD.YYYY
scale: as noted

sheet number:

A3-04

NOT ISSUED FOR CONSTRUCTION
 ISSUED FOR CONSTRUCTION



Cedar

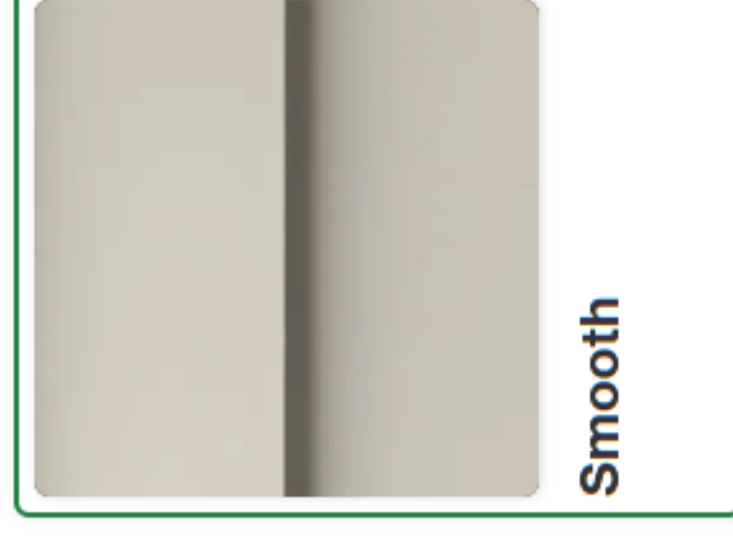
ACCENT SIDING

NICHIHA VINTAGEWOOD CEDAR PANELS
ON FRONT ELEVATION AROUND WINDOWS



**SIDING BELOW
GABLES**

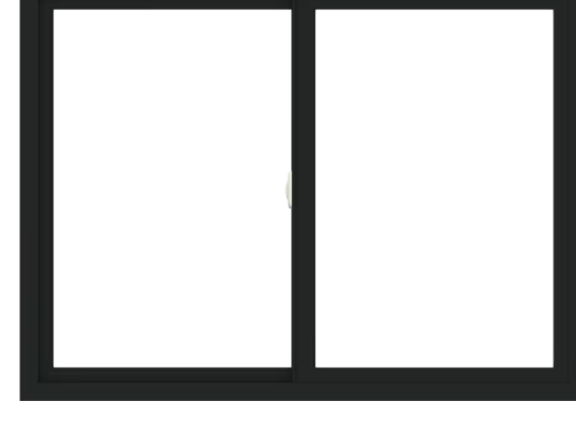
HARDI ARTISAN 8" SHIPLAP SIDING
PAINT ORIGAMI WHITE, SW 7636



Smooth

**SIDING AT
GABLES**

HARDI PLANK LAP SIDING
4" EXPOSURE, PAINT
ORIGAMI WHITE
SW 7636



WINDOWS

WINDOWS EQUAL TO
ANDERSON 100 BLACK
COMPOSITE WINDOWS
TYPICAL OF ALL WINDOWS



ROOFING MATERIAL

GAF TIMBERLINE HDZ CHARCOAL



GARAGE DOOR

GARAGE DOOR
GRAVES OVERHEAD
DOORS, 16X7 CHI
MODEL 2347 PLANK
MICROGROVED STEEL



BACK DOORS

BACK DOOR
ETO DOORS MODEL
MAHOGANY EXTERIOR
DOOR FULL VIEW



FRONT DOOR

FRONT DOOR
ETO DOORS MODEL
MAHOGANY 36" X 80" X
1-3/4" EXTERIOR DOOR
WITH 4 EQUAL GLASS
PANELS

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	SW 7636 Origami White	Brick
Primary Façade:	SW 7636 Origami White	Fiber cement 8" shiplap
Primary Façade: Third		
Left Side:	SW 7636 Origami White	Brick - PAINTED
Left Side: Second	SW 7636 Origami White	Fiber cement 8" shiplap
Left Side: Third		
Left Side:		
Right Side:	SW 7636 Origami White	Brick - PAINTED
Right Side: Second	SW 7636 Origami White	Fiber cement 8" shiplap
Right Side:		
Right Side:		
Rear: First	SW 7636 Origami W	Brick - PAINTED
Rear: Second	SW 7636 Origami White	Fiber cement 8" shiplap
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-010 479 Holcomb Bridge Staff Report Revised DRE 5.14.25 (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	paint - see above	existing brick and brick to match
Garage Doors	Cedar look and glass	insulated steel
Trim	SW 7636 Origami White	Fiber cement
Mortar		
Gutters		
Corner Board	SW 7636 Origami White	fiber cement
Railings		
Windows	Black	Composite
Window Sills	SW 7636 Origami White	Composite
Window Muntin/Mulli	Black	Composite
Columns	SW 7636 Origami White	Brick
Other Architectural Features		
Other Architectural		

Attachment: COA2025-010 479 Holcomb Bridge Staff Report Revised DRE 5.14.25 (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)



Recommendations

Staff recommends the approval of the submitted application subject to 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 follow established procedures and may require additional public hearings.
3. A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.
4. Driveway will be considered with building permit review and approval phase.



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: 73	Length: 28	Height:* 30 max
Area Dimensions:		
First Floor: 1647	Second Floor: 1955	Third Floor:
Basement**: 736	Front Porch:226	Rear Porch:350
Patio:	Garage:396	
Primary Roof System: (Circle One)		
Gable Roof is Gabled	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 12:12		
Secondary Roof Pitch:		
Additional Roof Pitch:3:12		
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: COA2025-010 APPLICATION (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)



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	SW 7636 Origami White	Brick
Primary Façade:	SW 7636 Origami White	Fiber cement 8" shiplap
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Left Side: Second	SW 7636 Origami White	Fiber cement 8" shiplap
Left Side: Third		
Left Side:		
Right Side:	SW 7636 Origami White	Brick
Right Side: Second	SW 7636 Origami White	Fiber cement 8" shiplap
Right Side:		
Right Side:		
Rear: First	SW 7636 Origami W	Brick
Rear: Second	SW 7636 Origami White	Fiber cement 8" shiplap
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-010 APPLICATION (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)



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	paint - see above	existing brick and brick to match
Garage Doors	Cedar look and glass	insulated steel
Trim	SW 7636 Origami White	Fiber cement
Mortar		
Gutters		
Corner Board	SW 7636 Origami White	fiber cement
Railings		
Windows	Black	Composite
Window Sills	SW 7636 Origami White	Composite
Window Muntin/Mulli	Black	Composite
Columns	SW 7636 Origami White	Brick
Other Architectural Features		
Other Architectural		

Attachment: COA2025-010 APPLICATION (25-7331 : Coa2025-10 479 Holcomb Bridge Rd)



Department of Community Development

TO: Architectural Review Board
FROM: LeJarius Scott
DATE: May 20, 2025
SUBJECT: COA2025-013 293 Academy Street
CC:

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

Consideration of a sunroom and a covered patio addition.



Meeting Date: 5/20/2025 at 6:00 PM

Petition Number: COA2025-013

Project Type:

Sunroom and covered patio addition

Property Location:

293 Academy Street

Tax Parcel ID:

6255 448

Petitioner:

Benjamin Taylor Metzger

Petitioner's Request:

Consideration of a sunroom and a covered patio addition

Vicinity Map:



Attachment: COA2025-013 Staff Report (25-7332 : Coa2025-013 293 Academy Street)

City of Norcross Architectural Review Board Meeting for May 20, 2025, at 6:00 PM

PROPERTY INFORMATION	
Property Location	307 Academy Street
Acreage:	Approximately 0.29 Acres
Existing Lot Dimensions:	Lot frontage along Academy Street : Approximately 63 feet Lot Depth: Approximately 142 feet
Existing Building Dimensions:	N/A
Topography:	High Point: 1052 Low Point: 1050
Elevation:	High Point: Northwest Low Point: South
Encumbrances:	This property is located in the National Historic District

Project Description

The applicant seeks to add an approximately 400 square foot sunroom addition and an approximately 320 square foot covered patio. The addition of the sunroom will feature windows and a sliding door to the patio. According to the applicant, the exterior of the proposed additions with fiber cement lap siding that will match the existing home. The proposed primary color is SW7006 (Extra White).

Site Plan and Floor Plan

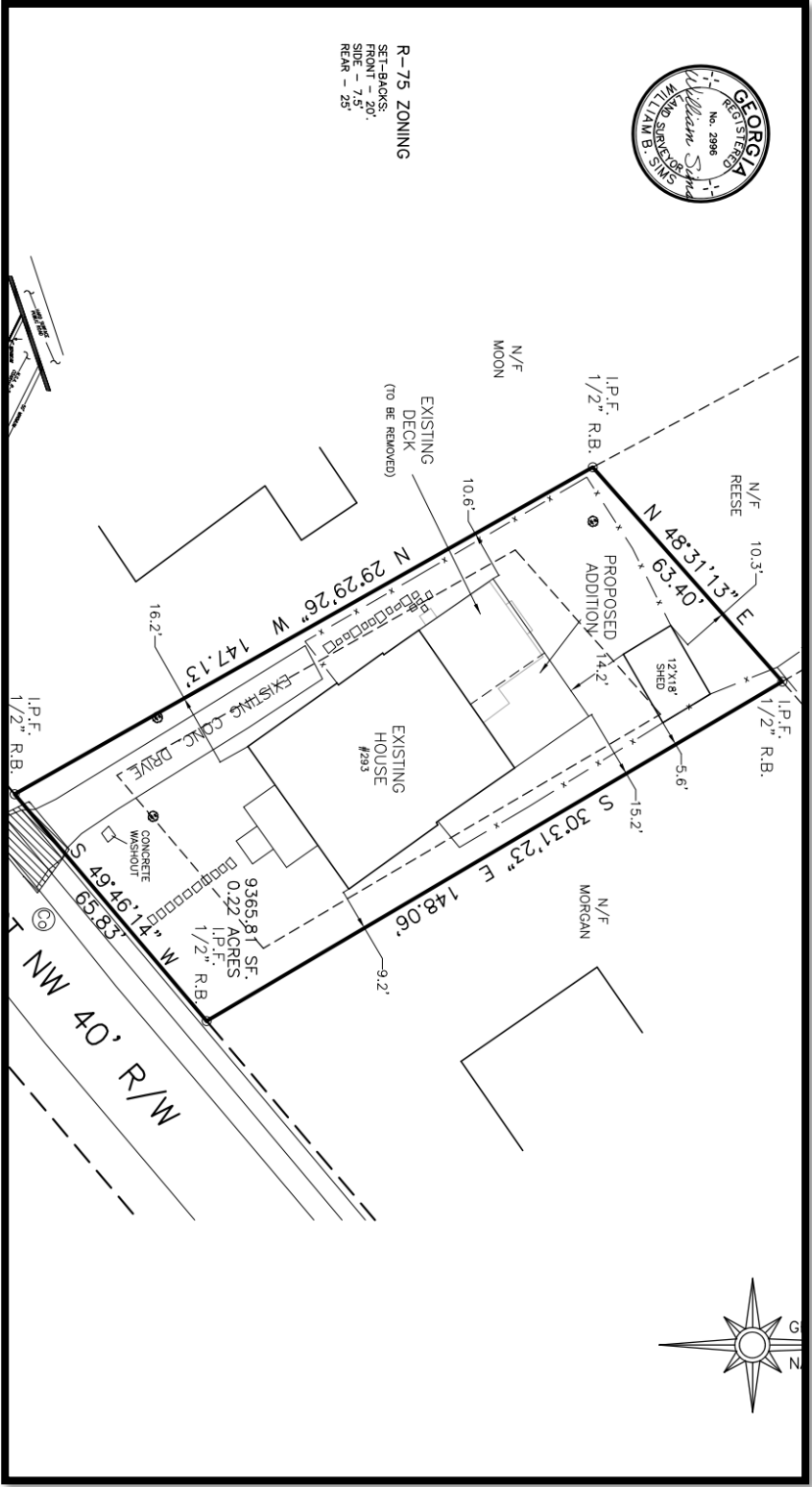
The applicant’s site plan shows the footprint of the existing home, the existing deck that is to be removed, and the proposed rear sunroom and patio addition. It is important to note that the rear setback for the R75 single-family zoning district is 40 feet. Ensuring compliance with setbacks will come during the building permit stage and may require a variance. The proposed impervious coverage for the site is in compliance with 34 percent.

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.

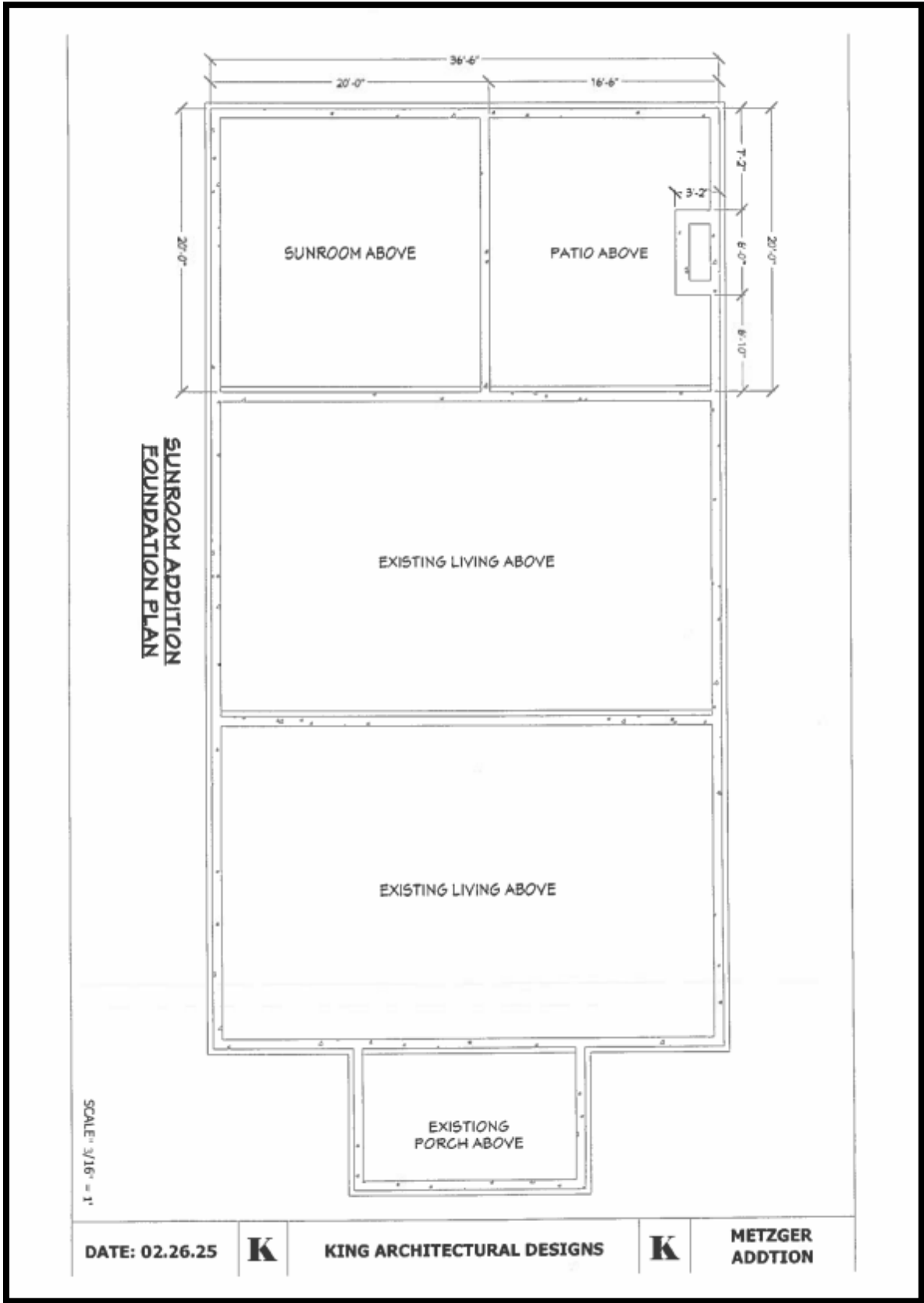
Attachment: COA2025-013 Staff Report (25-7332 : Coa2025-013 293 Academy Street)

Proposed Site Plan

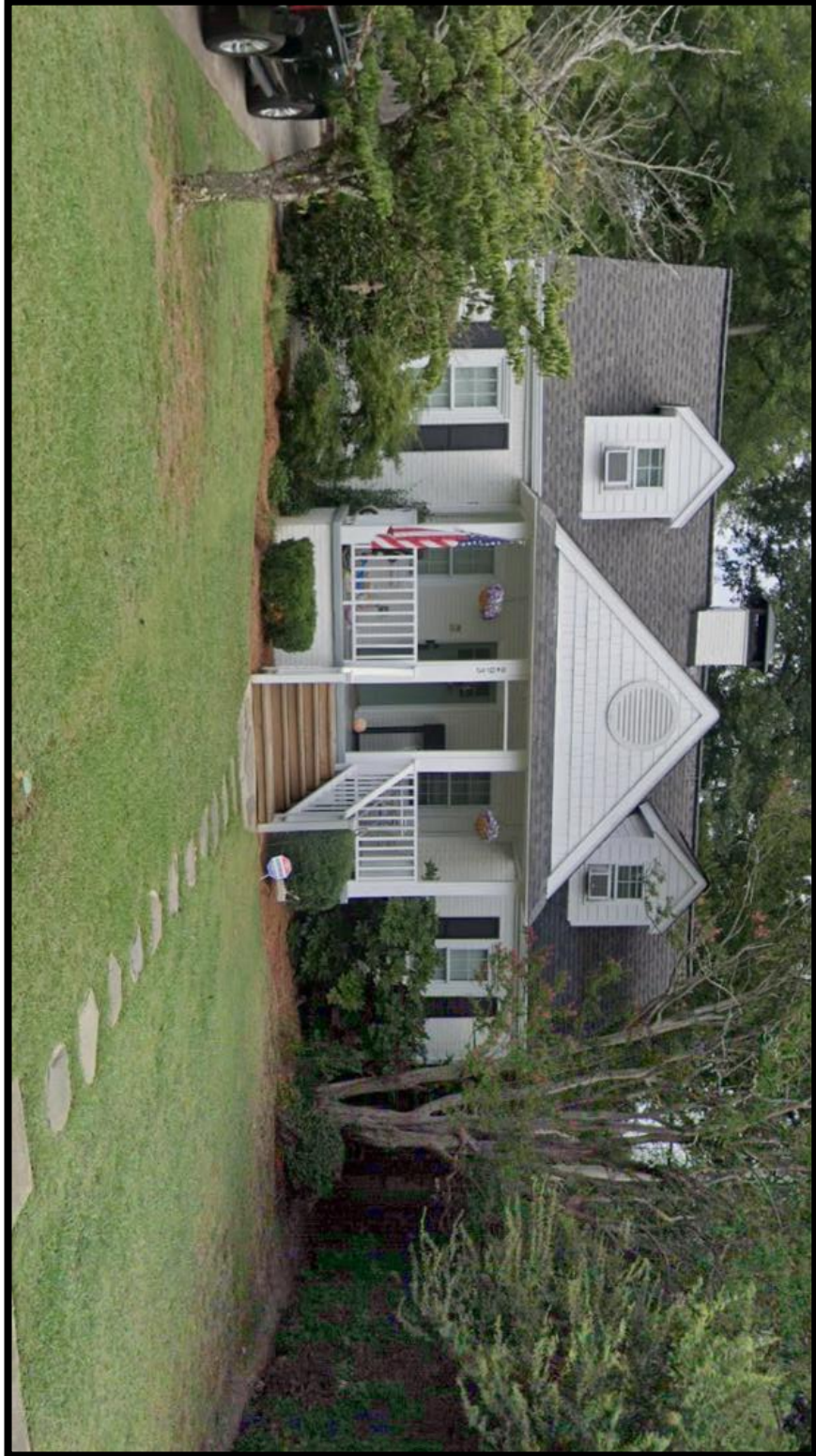


Attachment: COA2025-013 Staff Report (25-7332 : Coa2025-013 293 Academy Street)

Proposed Floor Plan



Existing Conditions



Attachment: COA2025-013 Staff Report (25-7332 : Coa2025-013 293 Academy Street)

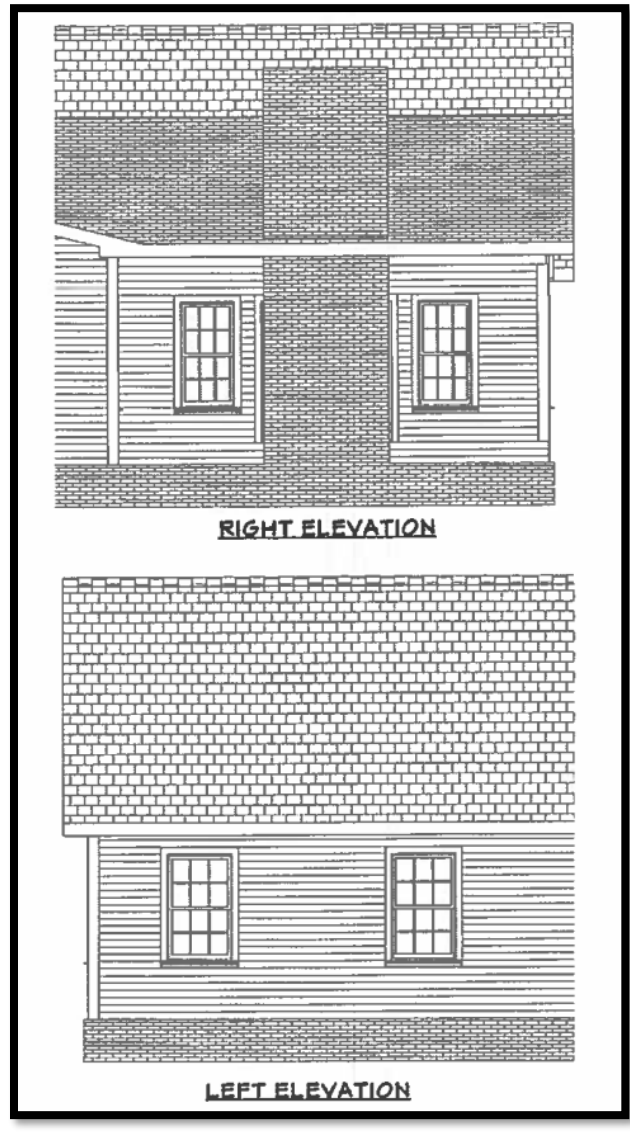
Proposed Rear Elevation



Description of rear elevation: Façade color will be extra white (SW7006) and material will be fiber-cement lap. Windows will be made of vinyl and color will be American Craftsman 50 Series White. Window sills will be made of wood and the color will be extra white (SW7006). Gutters will be made of metal and white. The fireplace covering will be made of stone.

Discussion Items for Proposed Rear Elevation: Is the water table/foundation brick or stone? Columns are what size and what color? Fireplace looks like brick, what is its color? Need an example. Flooring?

Proposed Left and Right Elevation

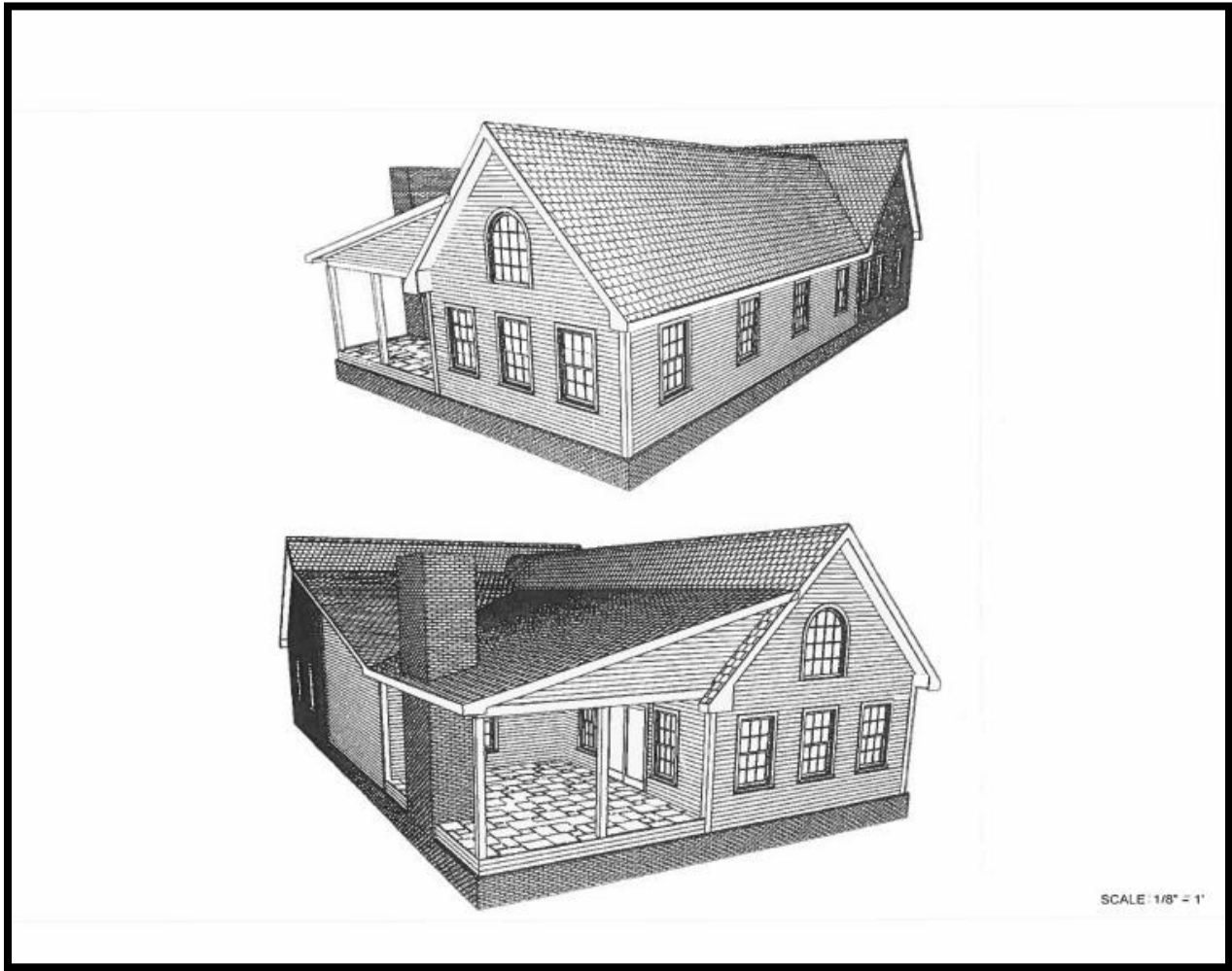


Description of right and left elevation: Façade color will be extra white (SW7006) and material will be fiber-cement lap. Windows will be made of vinyl and color will be American Craftsman 50 Series White. Window sills will be made of wood and the color will be extra white (SW7006). Gutters will be made of metal and white. The fireplace covering will be made of stone.

Discussion Item for Left and Right Elevation: Is the water table/foundation brick or stone? Columns are what size and what color? Fireplace looks like brick, what is its color? Need an example. Flooring?

City of Norcross Architectural Review Board Meeting for May 20, 2025, at 6:00 PM

Additional Renderings



Attachment: COA2025-013 Staff Report (25-7332 : Coa2025-013 293 Academy Street)

Applicable Building Standards:

3.5.1.25 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials.

3.5.3.1 All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.3.2 The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.

3.5.3.3 Corner boards should have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal.



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		Stone
Garage Doors		
Trim	Sherwin Williams Extra White SW 7012	Fibercement/wood/
Mortar		
Gutters	White DRI Roofing	Metal
Corner Board	Sherwin Williams Extra White SW 7006	Fibercement
Railings		
Windows	American Craftsman 50 Series White	Vinyl
Window Sills	Sherwin Williams Extra White SW 7006	Wood
Window Muntin/Mulli		
Columns	Olympic Oxford Brown Semi-Transparent ST-2019	wood/pine wrap
Other Architectural Features	Fireplace Covering Satori Mystery LedgeStone Natural	Stone
Other Architectural	Fire box Pavestone 90x36x140 Fireplace Insert	Fire box

REVISED JAN 2024

4

Attachment: COA2025-013 Staff Report (25-7332 : Coa2025-013 293 Academy 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)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Sherwin Williams Extra White SW7000	Fibercement Lap
Primary Façade:		
Primary Façade: Third		
Left Side:	Sherwin Williams Extra White SW7000	Fibercement Lap
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	Sherwin Williams Extra White SW7000	Fibercement Lap
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

REVISED JAN 2024

3

Attachment: COA2025-013 Staff Report (25-7332 : Coa2025-013 293 Academy Street)

Discussion Items: Is there an example of the stone's color listed under other architectural features? What are the flooring's materials and colors? What is the size of the proposed columns?

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

D.6.b

JOB LOCATION

Job Site Address: 293 Academy St, Norcross GA 30071	Lot #	Tax Parcel ID: R6255 448
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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: Benjamin Taylor Metzger	Phone: 404-216-5550
Address: 293 Academy St	City: Norcross State: GA Zip Code: 30071

APPLICANT

Applicant Name: Benjamin Taylor Metzger	Phone: 404-216-5550
Company Name:	Email: BTaylor@ABLinc.com
Address: 293 Academy St	City: Norcross State: GA Zip Code: 30071

DESCRIPTION OF PROJECT

Project Type Residential Commercial Industrial 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:

Remove rear deck. Grade & pour concrete slab for a 20'x20' addition & 16'x20' covered patio. Addition will be a sunroom with windows & sliding door to patio. Patio will have tongue & groove pine ceiling with fans. Exterior will be fiber cement lap siding painted to match home. Drywall inside with wood floors. Vinyl windows.

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?

Yes No

If yes, please list the board and reference number:

OWNER'S SIGNATURE

Signature:	Date: 4/3/25
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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 <https://eplansolution.com/norcrossga> Hard copies of application materials will not be accepted.

Attachment: COA2025-013 APPLICATION (25-7332 : Coa2025-013 293 Academy 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	Basement
Building Dimensions:		
Width: 36'	Length: 20'	Height:* 20'
Area Dimensions:		
First Floor: 20' x 20'	Second Floor: N/A	Third Floor: N/A
Basement**: N/A	Front Porch: N/A	Rear Porch: N/A
Patio: 16' x 20'	Garage: N/A	
Primary Roof System: (Circle One)		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 12/12		
Secondary Roof Pitch: 8/12		
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: COA2025-013 APPLICATION (25-7332 : Coa2025-013 293 Academy 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		Stone
Garage Doors		
Trim	Sherwin Williams Extra White SW 7012	Fibercement/wood/
Mortar		
Gutters	White DRI Roofing	Metal
Corner Board	Sherwin Williams Extra White SW 7006	Fibercement
Railings		
Windows	American Craftsman 50 Series White	Vinyl
Window Sills	Sherwin Williams Extra White SW 7006	Wood
Window Muntin/Mulli		
Columns	Olympic Oxford Brown Semi-Transparent ST-2019	wood/pine wrap
Other Architectural Features	Fireplace Covering Safari Mystery LedgeStone Natural	Stone
Other Architectural	Fire box Pavestone 90x36x160 Fireplace insert	Firebox

Attachment: COA2025-013 APPLICATION (25-7332 : Coa2025-013 293 Academy 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)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Sherwin Williams Extra White SW7000	Fibercement Lap
Primary Façade:		
Primary Façade: Third		
Left Side:	Sherwin Williams Extra White SW7000	Fibercement Lap
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	Sherwin Williams Extra White SW7000	Fibercement Lap
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-013 APPLICATION (25-7332 : Coa2025-013 293 Academy Street)



Department of Community Development

TO: Architectural Review Board
FROM: LeJarius Scott
DATE: May 20, 2025
SUBJECT: COA2025-015 250 West Peachtree Street
CC:

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

Consideration of front porch, garage door replacement, and new paint color for an existing single-family residence



Meeting Date: 5/20/2025 at 6:00 PM

Petition Number: COA2025-015

Project Type:

Front porch, garage door, and paint color

Property Location:

250 West Peachtree Street

Tax Parcel ID:

6254 346

Petitioner:

Melissa Middleton

Petitioner's Request:

Consideration of front porch, garage door replacement, and new paint color for an existing single-family residence

Vicinity Map:



Attachment: COA2025-015 Staff Report (25-7333 : Coa2025-015 250 West Peachtree Street)

City of Norcross Architectural Review Board Meeting for May 20, 2025, at 6:00 PM

PROPERTY INFORMATION	
Property Location	250 West Peachtree Street
Acreage:	Approximately 0.6 Acres
Existing Lot Dimensions:	Lot frontage along West Peachtree Street : Approximately 130 feet Lot Depth: Approximately 197 feet
Existing Building Dimensions:	N/A
Topography:	High Point: 1034 Low Point: 1016
Elevation:	High Point: South side Low Point: North side
Encumbrances:	N/A

Project Description

The applicant seeks to add an approximately 236 square-foot front porch, new garage door, and paint the existing white and red painted siding to Sage Green Light (SW2851) by Sherwin Williams on an existing single-family home. It is important to note that the applicant received a building permit for the front porch addition in 2020 (BR202-030) but did not go before the Architectural Review Board. The applicant seeks to also replace the ground floor windows, roofing, and gutters. It is important to note that the construction of the porch did not occur.

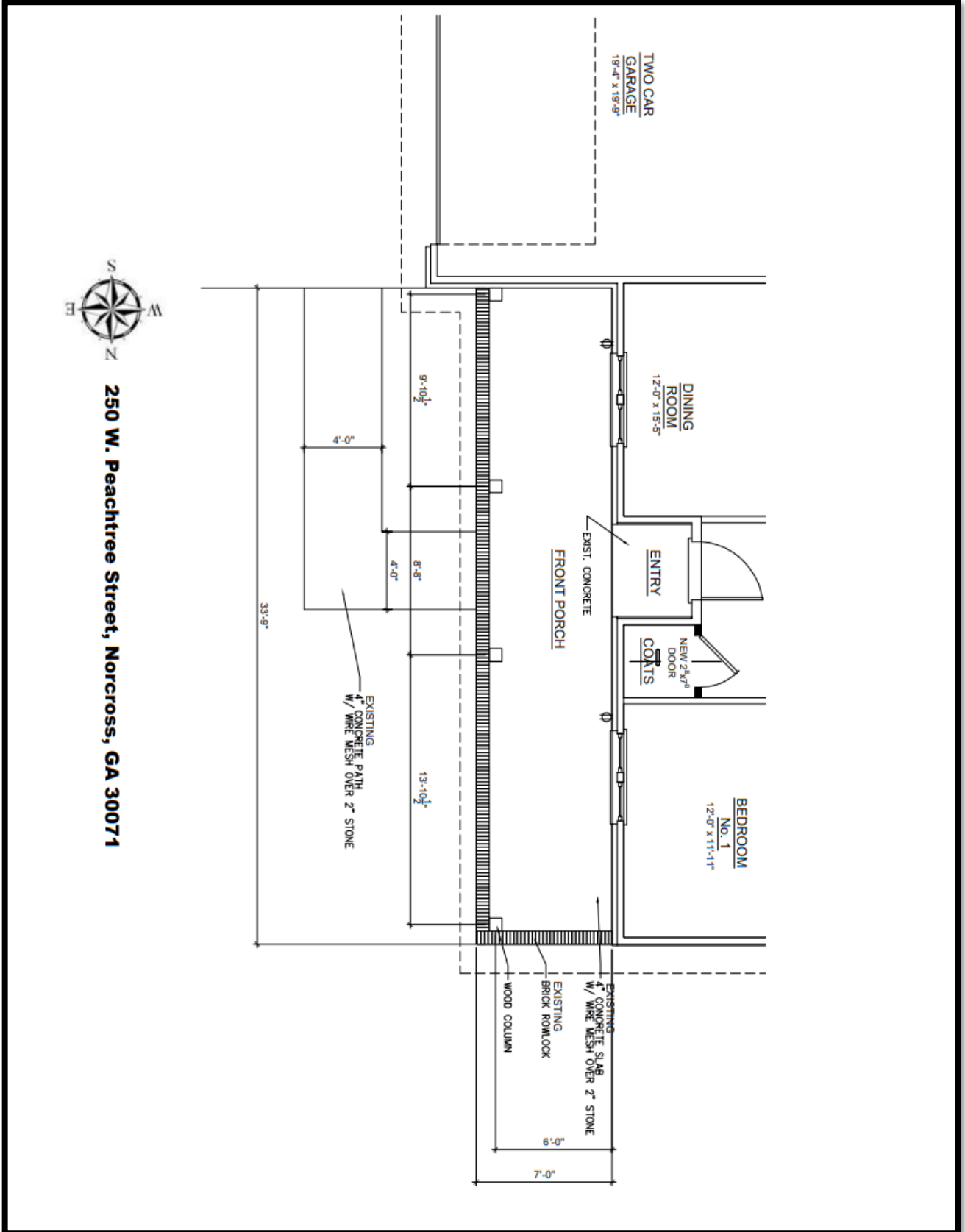
Site Plan

The applicant's site plan shows the proposed footprint of the front porch which is approximately 236 square-feet. The proposed front porch is supported by four (4) wood columns and encompassed by an existing brick rowlock.

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: COA2025-015 Staff Report (25-7333 : Coa2025-015 250 West Peachtree Street)



Attachment: COA2025-015 Staff Report (25-7333 : Coa2025-015 250 West Peachtree Street)

Existing Conditions



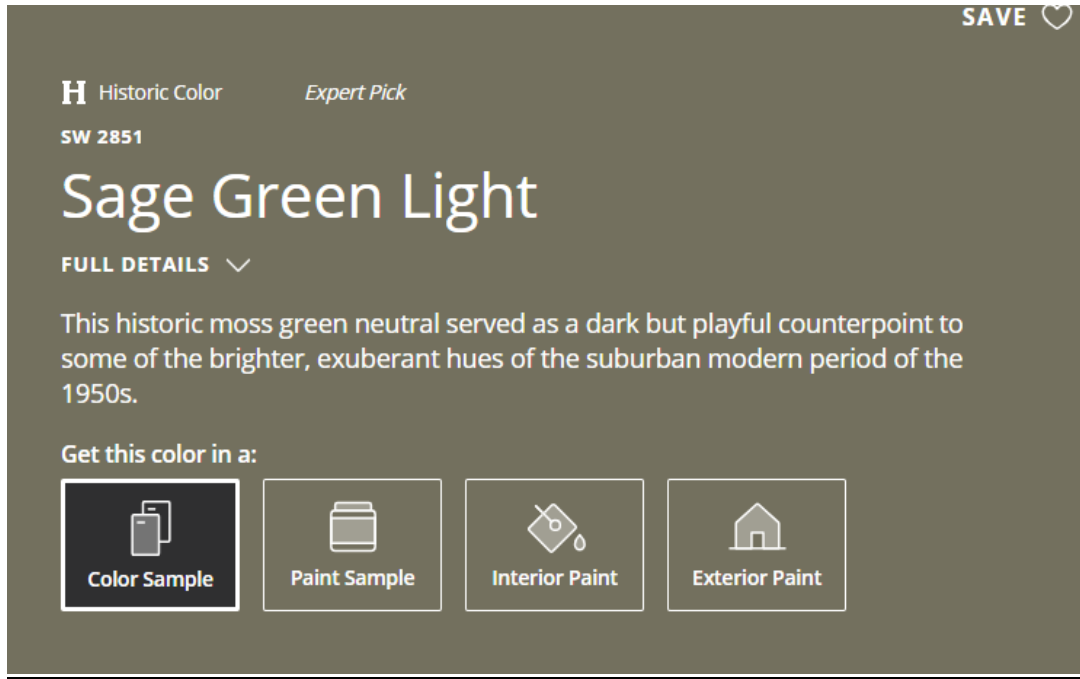
Existing front elevation. White siding and red siding to change to Sage Green Light by Sherwin Williams. Brick exterior to remain. Trim color to change from white to Alabaster White.




Discussion Item for Existing Front Elevation: Are the shutters to remain the teal color?

Attachment: COA2025-015 Staff Report (25-7333 : Coa2025-015 250 West Peachtree Street)

Proposed Sage Green Light Color




SAVE 

H Historic Color *Expert Pick*





SW 2851

Sage Green Light

FULL DETAILS 

This historic moss green neutral served as a dark but playful counterpoint to some of the brighter, exuberant hues of the suburban modern period of the 1950s.

Get this color in a:

-  Color Sample
-  Paint Sample
-  Interior Paint
-  Exterior Paint

Attachment: COA2025-015 Staff Report (25-7333 : Coa2025-015 250 West Peachtree Street)

Description of Front Elevation: The proposed front elevation shows the proposed front porch supported by (4) wood columns.

Discussion Items for Proposed Front Elevation: Size of columns?

Applicable Building Standards:

3.5.1.25 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials.

3.5.3.1 All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

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.

3.7.3.6 The primary entrance to a residence must utilize an entrance feature, such as a stoop, verandah, porch, or terrace. These features help identify the entrance as the main entry to the residence.

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:	250 W. Peachtree St, Norcross, GA	Lot #	Tax Parcel ID: R6254 346
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:	Melissa K. Middleton	Phone:	334-740-2013
Address:	250 W. Peachtree St.	City:	Norcross
		State:	GA
		Zip Code:	30071
APPLICANT			
Applicant Name:	Melissa Middleton	Phone:	334-740-2013
Company Name:	N/A	Email:	mel@melissakmiddleton.com
Address:	250 W. Peachtree St.	City:	Norcross
		State:	GA
		Zip Code:	30071
DESCRIPTION OF PROJECT			
Project Type <input 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:			
Replace roof shingles, soffits, gutters, exterior siding, ground floor windows, and garage door. Extend roof to cover front patio. Paint exterior siding and trim.			
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>Melissa K. Middleton</i>	Date:	<i>February 24, 2025</i>
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 https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			

Attachment: COA2025-015 APPLICATION (25-7333 : Coa2025-015 250 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	Basement
Building Dimensions:		
Width: 54'-2"	Length: 57'-4"	Height:* 17'-5"
Area Dimensions:		
First Floor: 2,265 sf	Second Floor: 820 sf	Third Floor:
Basement**:	Front Porch:	Rear Porch: 11'-10" x 14'-6"
Patio: 6'-4" x 33'-9"	Garage: 19'-4" x 19'-9"	
Primary Roof System: (Circle One)		
Gable	Hip	Gambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 6:12		
Secondary Roof Pitch: 8:12		
Additional Roof Pitch: 2:12		
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: COA2025-015 APPLICATION (25-7333 : Coa2025-015 250 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)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Existing to remain	Brick
Primary Façade:		
Primary Façade: Third		
Left Side:	Sage Green Light by Sherwin Williams	Siding - Cementitious
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	Sage Green Light by Sherwin Williams	Siding - Cementitious
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	Sage Green Light	Siding - Cementitious
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-015 APPLICATION (25-7333 : Coa2025-015 250 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	Existing	Brick
Garage Doors	White	Aluminum
Trim	Alabaster White	
Mortar	Existing	
Gutters	White	
Corner Board		
Railings	None	
Windows	White	
Window Sills	Alabaster White	
Window Muntin/Mulli	White	
Columns	Alabaster White	
Other Architectural Features		
Other Architectural		

Attachment: COA2025-015 APPLICATION (25-7333 : Coa2025-015 250 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
11/28/2023	12/5/2023	1/16/2024
12/27/2023	1/2/2024	2/20/2024
1/16/2024	1/23/2024	3/19/2024
2/27/2024	3/5/2024	4/16/2024
4/2/2024	4/9/2024	5/21/2024
4/30/2024	5/7/2024	6/18/2024
5/28/2024	6/4/2024	7/16/2024
6/25/2024	7/2/2024	8/20/2024
7/23/2024	7/30/2024	9/17/2024
8/27/2024	9/3/2024	10/15/2023
9/24/2024	10/1/2024	11/19/2024
10/22/2023	10/29/2024	12/17/2024

HISTORIC PRESERVATION COMMISSION MEETING CALENDAR			
Pre-application Meeting Deadline	Application Submittal Deadline		Historic Preservation Commission Meeting
12/5/2023	12/12/2023		1/24/2024
1/9/2024	1/16/2024		2/28/2024
2/6/2024	2/13/2024		3/27/2024
3/5/2024	3/12/2024		4/24/2024
4/2/2024	4/9/2024		5/22/2024
5/7/2024	5/14/2024		6/26/2024
6/4/2024	6/11/2024		7/24/2024
7/2/2024	7/9/2024		8/28/2024
7/30/2024	8/6/2024		9/25/2024
9/3/2024	9/10/2024		10/23/2024
10/8/2024	10/15/2024		11/27/2024

Attachment: COA2025-015 APPLICATION (25-7333 : Coa2025-015 250 West Peachtree Street)



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027

65 Lawrenceville Street Norcross, GA 30071

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: COA2025-015 APPLICATION (25-7333 : Coa2025-015 250 West Peachtree Street)