

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Tuesday, May 20, 2025
6:00 PM

2nd Floor Conference Room
Architectural Review Board

Jeff Hopper, Chair

Cindy Flynn

Naim Harrison

Bill McLees

Barbara Grayson

A. Call to Order

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

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

B. Approval of Previous Meeting Minutes

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

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

C. Unfinished Business

D. New Business

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

Motion

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

1. Paint color to match house paint color.
2. Left elevation: 3 over 1 windows on first floor.
3. Right elevation: Replace two doors with 3 over 1 windows.
4. Right elevation: Door installed at center of patio with steps leading off patio.
5. Columns to match house columns in size and color.
6. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
7. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
8. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

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

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

Motion

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

1. Columns to be 10x10.
2. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
4. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

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

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

Motion

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

1. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
2. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

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

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

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

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

Motion

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

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

Conditions:

1. Rear deck (if needed) to be black metal railing.
2. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
4. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

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

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

Motion

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

1. Columns to be 10x10.
2. Turn down slab.
3. Stone for outdoor chimney.
4. Roof to match existing house.
5. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
6. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
7. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

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

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

Motion

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

1. Sage green paint color for dormers, gable over garage, right, left, and rear elevations.
2. Columns to be 8x8 and white.
3. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
4. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
5. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
MOVER:	Jeff Hopper, Chair
SECONDER:	Naim Harrison, 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 8:03 PM, seconded by Board member Naim Harrison. The vote was unanimous.

Signed by _____

Signed by _____ , Vivian Vakili, Director of
Community Development