

# City of Norcross

65 Lawrenceville Street  
Norcross, GA 30071



## Meeting Minutes

Tuesday, July 15, 2025  
6:00 PM

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

*Jeff Hopper, Chair*

*Bill McLees*

*Barbara Grayson*

*Naim Harrison*

*Hugh Cooper*

**A. Call to Order**

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

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

**B. Approval of Previous Meetings Minutes**

Architectural Review Board - Architectural Review Board - Jun 17, 2025 6:00 PM

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

**C. Unfinished Business**

**D. New Business**

**1. 25-7376: COA2025-020 421 Dogwood Circle**

A motion to approve application COA2025-020 for constructing a roof over an existing rear deck and enclosing a garage to create living space on the main floor, 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
2. Architectural Review Board approval. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB’s approval.

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

**2. 25-7377: COA2025-021 5265 Wexford Lane**

A motion to approve application COA2025-021 for constructing a residential duplex, subject to the following conditions:

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

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 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.
6. The front elevation should be all brick.

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

**3. 25-7378: COA2025-026 5689 Western Hills Drive**

The applicant informed staff on 7/15 that he could not attend the meeting, and the board decided to table the case indefinitely.

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

**4. 25-7379: COA2025-029 West Peachtree Street**

- The applicant discussed the proposal and need for affordable housing, stating that the starting price of homes would be around 200,000 to 300,000 dollars.
- The applicant was selected from an RFP Proposal from the city.
- Of the 21 homes, 6 are one-story, and 15 are two-story.
- Board members and staff reminded those in attendance that this review was solely architectural. The concept plan will be reviewed and considered by the planning and zoning board, and then by the mayor and council.
- The applicant stated that the community will have a mandatory HOA and bylaws.
- Approximately 85% of the units will be owner-occupied.
- Some citizens expressed concerns about the homes not having garage doors.
- Trash receptacles and valet services were also discussed.
- Marketability and the benefits to the community were discussed.
- The Board, after an hour discussion, decided to table the case, requesting at least 4 different architectural styles for the homes.

<b>RESULT:</b>	<b>TABLED INDEFINITELY (WITH VOTE) [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Barbara Grayson, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**5. 25-7380: COA2025-030 3395 Medlock Bridge Road**

A motion to approve application COA2025-030 for constructing an enclosed front porch, adding a new doorway, portico, and selecting building colors, subject to the following conditions:

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

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Barbara Grayson, Board Member
<b>SECONDER:</b>	Hugh Cooper, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**6. 25-7381: COA2025-031 148 North Peachtree Street**

A motion to approve application COA2025-031 for the construction of a proposed garage door, window modification, door modification, and staircase modification to a previously approved COA application (COA2022-020), along with the exterior paint color, subject to the following conditions:

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

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Barbara Grayson, Board Member
<b>SECONDER:</b>	Hugh Cooper, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**7. 25-7382: COA2025-032 75 Williams Street**

A motion to approve application COA2025-032 for converting a screened porch into a conditioned space, 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 require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to the release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

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

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

**F. Adjourn**

Jeff Hopper motioned to adjourn the meeting at 7:48 pm, seconded by Naim Harrison. The vote was unanimous. 5:0.

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

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