

# City of Norcross

*65 Lawrenceville Street  
Norcross, GA 30071*



## Meeting Agenda

**Tuesday, September 16, 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**  
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES

**B. Approval of Previous Meetings Minutes**

[Architectural Review Board - Architectural Review Board - Aug 19, 2025 6:00 PM](#)

**C. Unfinished Business**

**D. New Business**

1. [25-7436](#)      **COA2025-028 5592 Shawnee Trail**  
Consideration of a Greenhouse.  
  
[COA2025-028 Staff Report](#)  
  
[COA2025-028 Application](#)
  
2. [25-7437](#)      **COA2025-035 467 Lawrenceville Street**  
Consideration of New House.  
  
[COA2025-035 Staff Report](#)  
  
[COA2025-035 Application](#)
  
3. [25-7438](#)      **COA2025-036 5891 Lanier Boulevard**  
Consideration of a Front Porch.  
  
[COA2025-036 Staff Report](#)  
  
[COA2025-036 Application](#)
  
4. [25-7439](#)      **COA2025-039 232 Lawrenceville Street**  
Consideration of an addition.  
  
[COA2025-039 Staff Report](#)  
  
[COA2025-039 Application](#)

5. [25-7441](#) **COA2025-042 3405 Willow Oak Drive**

Consideration of a Screened in Porch.

[COA2025-042 Staff Report](#)

[COA2025-042 Application](#)

6. [25-7440](#) **COA2025-041 709 Oak Terrace**

Consideration of a Façade Change.

[COA2025-041 Staff Report](#)

[COA2025-041 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, August 19, 2025  
6:00 PM

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

*Jeff Hopper, Chair*  
*Bill McLees*  
*Barbara Grayson*  
*Naim Harrison*  
*Hugh Cooper*

Minutes Acceptance: Minutes of Aug 19, 2025 6:00 PM (Approval of Previous Meetings Minutes)

**A. Call to Order**

Architectural Review Board was called to order at 6:07 PM by Chair Jeff Hopper

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

**B. Approval of Previous Meetings' Minutes**

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

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

**C. Unfinished Business**

**1. 25-7379: COA2025-029 West Peachtree Street**

Discussion

- Discussion started with the four homes adjacent to West Peachtree Street and whether the homes could be reoriented to have the front facades face West Peachtree Street.
- The applicant discussed how landscaping and civil engineering constraints would prevent the four homes adjacent to W. Peachtree Street from facing W. Peachtree Street.
- The applicant reiterated that trees will eventually cover the four homes facing W. Peachtree Street, and eventually they will not be able to be seen from W. Peachtree Street.
- 265,000 to 285,000 is the price range for the homes.
- Points from the RFP were reiterated to the board members and citizens in attendance.
- Modifications to the four (4) homes facing W. Peachtree were discussed.
- Valet Service is the plan for the community.
- ARB members discussed having an enclosure for the trash pick-up area.
- Columns for the homes will be 8 by 8.
- The applicant reiterated that building materials drive up the cost of the homes.
- Two (2) brick options will be used for the 21 homes.

Minutes Acceptance: Minutes of Aug 19, 2025 6:00 PM (Approval of Previous Meetings Minutes)

- Discussion shifted towards gable types (as shown on pages 30 and 31 in the agenda packet).
- Light French Grey, Iron Ore, and Alabaster are the three paint colors that the board members preferred to see for the homes.
- Shingle color: Charcoal
- Discussion concluded at 7:09 pm

**Motion**

**A motion to approve application COA2025-029 with the following conditions:**

- No elevation shall be the same as that of any adjacent home;
- Units facing West Peachtree St:
  - 1. Rear elevations will have a gable over the door.
  - 2. Unit to the left of the entrance will be mirrored so that the side elevation with gable is facing West Peachtree St
- Some kind of trash enclosure is required.
- Two brick options:
  - Canyon Brick/Shale Brow
  - General Shale/ Midtown Mist
- Siding options: Listed on page 24 of agenda.
- Gable options: Listed on pages 30 & 31 of the agenda.
- Paint color options: Listed on pages 24 & 30. (Need SW numbers).
- Shingles: Charcoal grey.

<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

**D. New Business**

**1. 25-7413: COA2025-005 5786 Hammond Drive**

Discussion

- Discussion was brief, and the applicant mentioned that he would be painting the existing siding on
- the front façade “City Scape” and that the existing brick would be “Agreeable Gray”.
  - The columns for the porch will be black.
  - Roof color was discussed but considered eligible for administrative approval.

**Motion**

**A motion to approve application COA2025-005, with the following conditions:**

- Paint colors:

Minutes Acceptance: Minutes of Aug 19, 2025 6:00 PM (Approval of Previous Meetings Minutes)

- Siding: SW7067 City Scape
- Brick: SW7029 Agreeable Gray
- Front porch columns: Black paint
- Four 8x8 front porch columns at both ends of the railing.
- Roof to be submitted for admin 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

**2. 25-7414: COA2025-016 473 Lawrenceville Street**

**Discussion**

Discussion was brief.

**Motion**

**A motion to approve application COA2025-016, with the following condition**

- Window to be 6 over 6.

<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

**3. 25-7415: COA2025-034 6028 Lanier Boulevard**

**Discussion**

Discussion was brief with the board having a conversation about the front door's placement.

**Motion**

**A motion to approve application COA2025-034, with the following conditions:**

- Paint and stain color to be submitted for admin approval.
- Front elevation:
  - Columns to be 8x8.
  - Siding between the two windows to the left of the front door to be stained to match columns.
  - Front door to be double doors and situated approximately 20 inches from window to the right of the front door. Gap between this window and front door to be brick.

Minutes Acceptance: Minutes of Aug 19, 2025 6:00 PM (Approval of Previous Meetings Minutes)

<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**

Naim Harrison moved to adjourn the meeting at 7:37 PM, seconded by Barbie Grayson, Vote:5-0.

Minutes Acceptance: Minutes of Aug 19, 2025 6:00 PM (Approval of Previous Meetings Minutes)

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

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

Minutes Acceptance: Minutes of Aug 19, 2025 6:00 PM (Approval of Previous Meetings Minutes)



**Department of Community Development**

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TO: Architectural Review Board  
FROM: LeDarius Scott  
DATE: September 16, 2025  
SUBJECT: COA2025-028 5592 Shawnee Trail  
CC:

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



Meeting Date: 09/16/2025 at 6:00 PM

Petition Number: COA2025-028

Project Type:

Consideration of a Greenhouse

Property Location:

5592 Shawnee Trail

Tax Parcel ID:

6225 236

Petitioner:

Theodore Tuerke

Petitioner's Request:

Consideration of a Greenhouse

Vicinity Map:



Attachment: COA2025-028\_COA2025-028 Staff Report (25-7436 : Coa2025-028 5592 Shawnee Trail)

PROPERTY INFORMATION	
<b>Property Location</b>	5592 Shawnee Trail
<b>Acreage:</b>	0.35 acres
<b>Existing Lot Dimensions:</b>	Lot frontage along Shawnee Trail: Approximately 103 feet Lot frontage along Charmain Bend: Approximately 94 feet Lot Depth: Approximately 160 feet along the eastern property line
<b>Existing Building Dimensions:</b>	N/A
<b>Topography:</b>	High Point: 984 Low Point: 978
<b>Elevation:</b>	High Point: Middle of Property/Western side Low Point: Southwest corner
<b>Encumbrances:</b>	N/A

**Project Description**

The applicant seeks to install a seven (7') foot tall, 260 square foot one (1) story prefabricated Quonset style greenhouse behind their existing residence. The foundation will be pressure treated wood lined with landscape fabric covered with gravel for the floor.

**Site Plan**

The applicant's site plan shows the existing one (1) story residence and the proposed 260 square foot greenhouse, which exceeds the code required five (5') foot setbacks for accessory structures and is under the 12-foot height limitation for accessory structures with a proposed seven (7') foot height. The proposed greenhouse is located behind the home.

**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, if applicable.

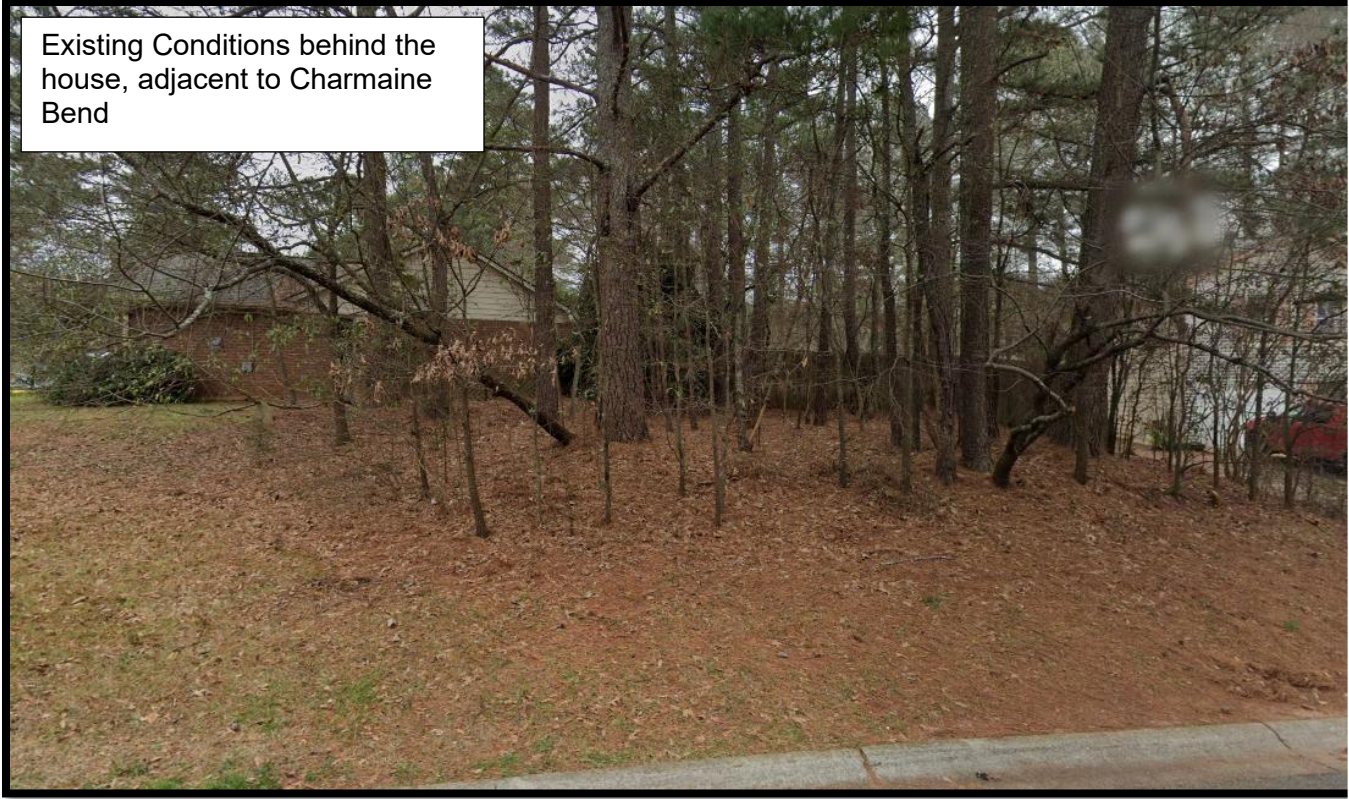
**Applicable Building Standards**

N/A

Attachment: COA2025-028\_COA2025-028 Staff Report (25-7436 : Coa2025-028 5592 Shawnee Trail)

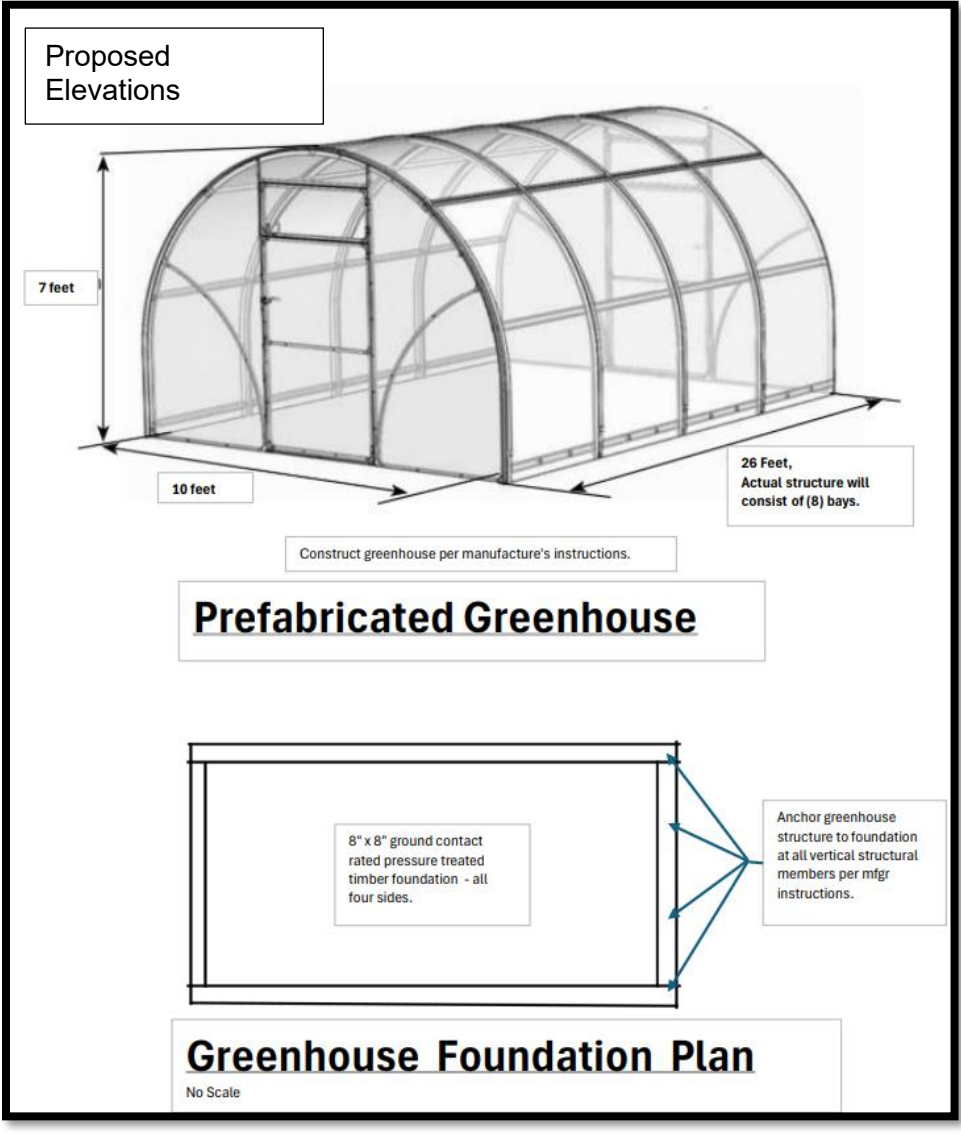


Attachment: COA2025-028\_COA2025-028 Staff Report (25-7436 : Coa2025-028 5592 Shawnee Trail)

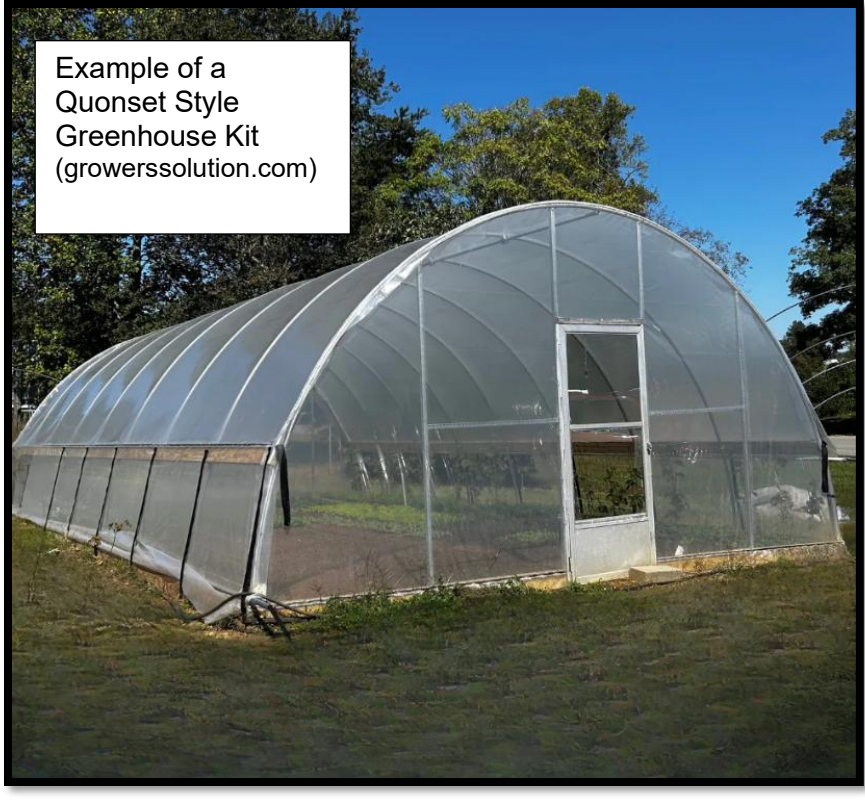


Existing Conditions behind the house, adjacent to Charmaine Bend

Attachment: COA2025-028\_COA2025-028 Staff Report (25-7436 : Coa2025-028 5592 Shawnee Trail)



Attachment: COA2025-028\_COA2025-028 Staff Report (25-7436 : Coa2025-028 5592 Shawnee Trail)



**Description of Greenhouse:** The proposed greenhouse is 260 square feet, seven (7') feet tall, and prefabricated. The actual structure will consist of eight (8) bays.

Attachment: COA2025-028\_COA2025-028 Staff Report (25-7436 : Coa2025-028 5592 Shawnee Trail)

**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: 5592 Shawnee trail Norcross, Ga. 30071	Lot # R62250236	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: Theodore R. Tuerke III		Phone: 404-409-2829	
Address: 5592 Shawnee trail Norcross, GA. 30071	City: <b>Norcross</b>	State: <b>GA</b>	Zip Code: 30071-3177
APPLICANT			
Applicant Name: Theodore R. Tuerke III		Phone: 404-409-2829	
Company Name:		Email:	
Address: <b>5592 Shawnee trail</b>	City: <b>Norcross</b>	State: <b>GA</b>	Zip Code: 30071-3177
DESCRIPTION OF PROJECT			
Project Type: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Administrative			
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: Quonset style greenhouse 10 by 28 feet to be assembled in back yard with pressure treated wood foundation lined with landscape fabric covered with gravel for the floor.			
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: Theodore R. Tuerke III		Date: 6/7/2025	
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 <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.			

Attachment: COA2025-028 Application (25-7436 : Coa2025-028 5592 Shawnee Trail)



# Certificate of Appropriateness Application

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

<b>Foundation Type: (Circle One)</b>		
Slab	Crawl Space	Basement
<b>Building Dimensions:</b>		
Width: 10 feet	Length: 28 feet	Height: * 9feet
<b>Area Dimensions:</b>		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch:	Rear Porch:
Patio:	Garage:	Green house
<b>Primary Roof System: (Circle One)</b>		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other: Quonet
<b>Roof Pitches:</b>		
Primary Roof Pitch:		
Secondary Roof Pitch:		
Additional Roof Pitch:		
<b>Floor and Elevation Plan information to be included on each</b>		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
<b>Site Plan and Landscape Plan information to be included on each</b>		
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	drawings pictures etc.
*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: COA2025-028 Application (25-7436 : Coa2025-028 5592 Shawnee Trail)



# 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		
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: COA2025-028 Application (25-7436 : Coa2025-028 5592 Shawnee Trail)



# 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		
Other Architectural Features		
Other Architectural		

Attachment: COA2025-028 Application (25-7436 : Coa2025-028 5592 Shawnee Trail)



# 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
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: COA2025-028 Application (25-7436 : Coa2025-028 5592 Shawnee Trail)



# Owner's Affidavit

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

Section I. Land Ownership	
I, <u>Theodore R. Tuerke III</u> , hereby attest to ownership of the property located at <u>5592 Shawnee trail Norcross, GA. 30071</u> , Parcel ID# <u>R6225 2136</u> for which this Application is submitted. The Ownership, as recorded on the deed, is in the name of <u>Theodore R. Tuerke III</u> .	
Section II. Type of Ownership	
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input checked="" type="checkbox"/> Homeowner	
Corporation/LLC/Partnership Name:	Secretary of State Registration Number:
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 _____ 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 _____ day of _____, 20_____.
Name:	Notary Public:
Address:	Seal:
City, State, Zip Code:	Commission expires:
Email address:	
Phoner Number:	
Owner's signature:	

Attachment: COA2025-028 Application (25-7436 : Coa2025-028 5592 Shawnee Trail)



**Department of Community Development**

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TO: Architectural Review Board  
FROM: LeDarius Scott  
DATE: September 16, 2025  
SUBJECT: COA2025-035 467 Lawrenceville Street  
CC:

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



Meeting Date: 09/16/2025 at 6:00 PM

Petition Number: COA2025-035

Project Type:

Consideration of a New House

Property Location:

467 Lawrenceville Street

Tax Parcel ID:

6255 079

Petitioner:

Michael Reinsel

Petitioner's Request:

Consideration of New House

Vicinity Map:



Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)

PROPERTY INFORMATION	
<b>Property Location</b>	467 Lawrenceville Street
<b>Acreage:</b>	0.44 acres
<b>Existing Lot Dimensions:</b>	Lot frontage along Lawrenceville Street: 60 Feet Lot Depth: 287.23 feet along the western property line, 309.06 feet along the eastern property line.
<b>Existing Building Dimensions:</b>	N/A
<b>Topography:</b>	High Point: 1040 Low Point: 1024
<b>Elevation:</b>	High Point: Northern Side Low Point: Southern side
<b>Encumbrances:</b>	N/A

**Project Description**

The applicant seeks to build a two (2) story, 1,666 square foot, four (4) bedroom residence on a 0.44 acre lot. The proposed architecture will consist of brick veneer on the first floor and hardie siding on the second floor of the front façade. Proposed windows and doors on the first floor of the front facade will feature brick soldier course headers. Left and Right elevations will feature horizontal hardie siding with a brick, hardieboard water table with a rowlock header, and second floor windows. The rear elevation will feature horizontal hardieboard with a fenestration of windows on the first and second floors. According to the application, proposed colors will be SW9166 (Drift of Mist), and the brick color will be New Castle Gray. Gutters will be dark bronze and made of aluminum.

**Site Plan**

The applicant’s site plan shows the footprint of the proposed two (2) story, 1,666 square foot residence, which meets the prescribed setbacks and impervious coverage for a R75 lot. A proposed 1,709 square foot driveway connects to the proposed residence.

**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, if applicable.

Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)

**Applicable Building Standards:**

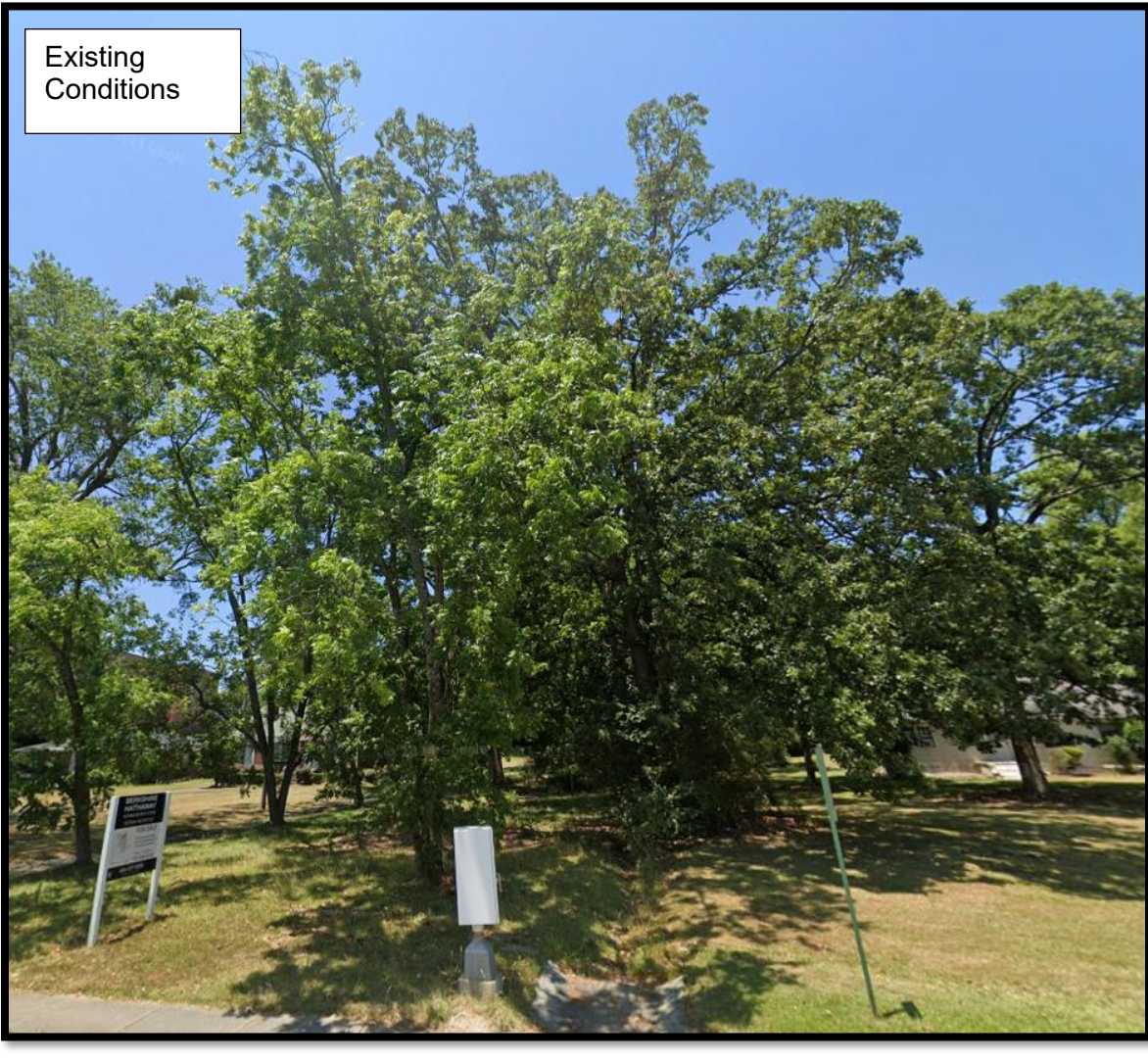
3.5.3.1 All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.1.9 Approved building materials include brick, stone, wood, and wood shakes/shingles.

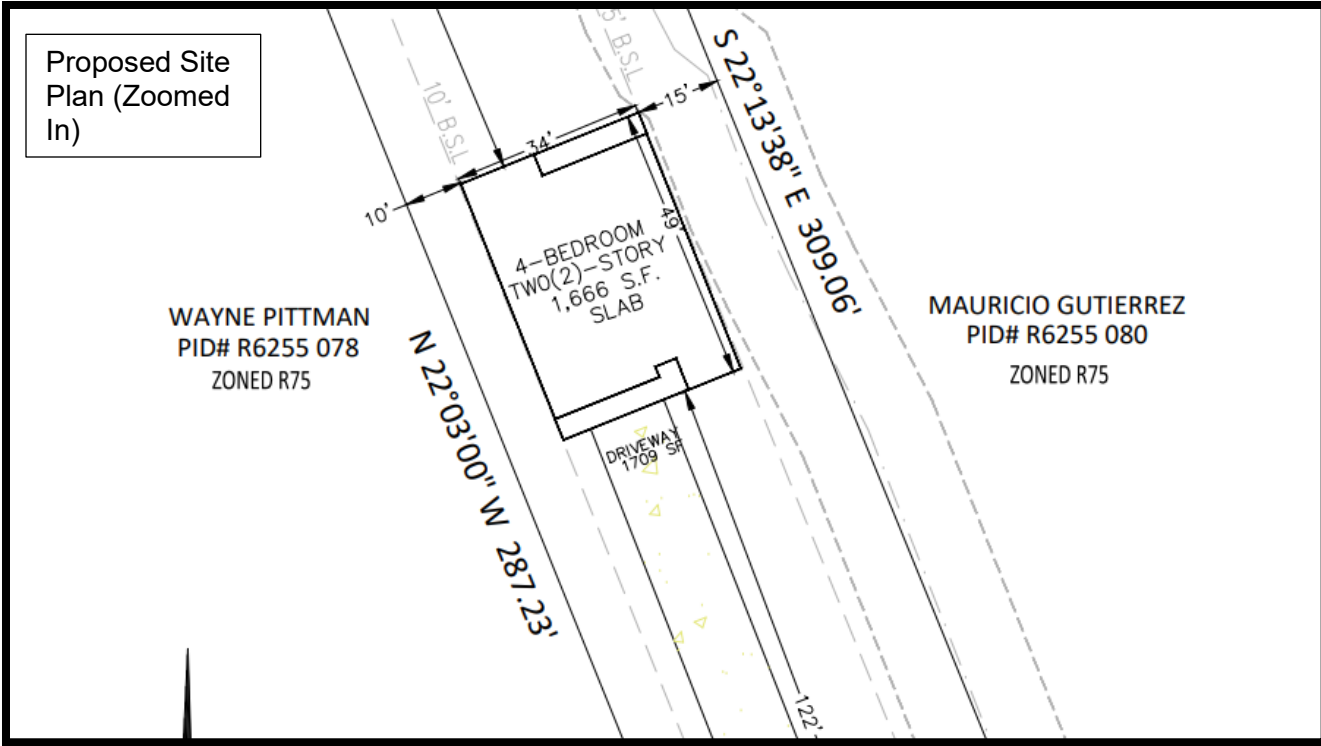
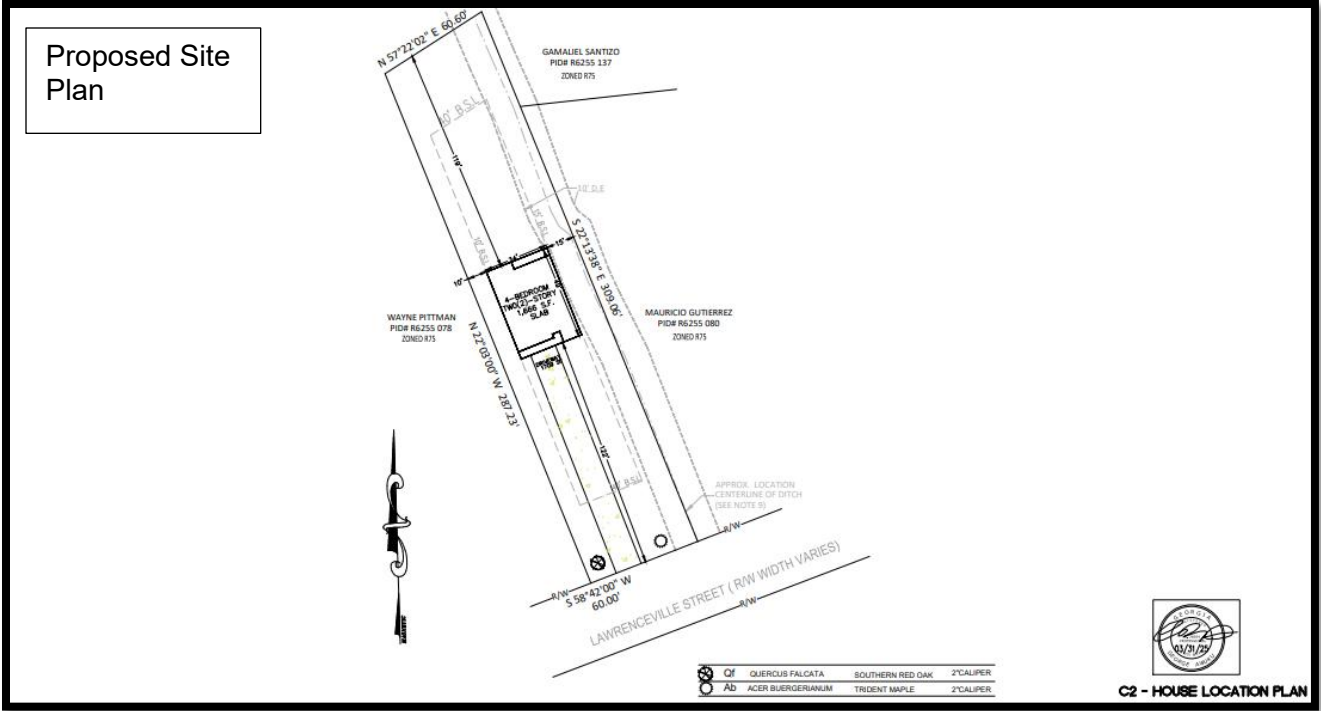
3.5.1.25 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials.

3.5.3.2 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.

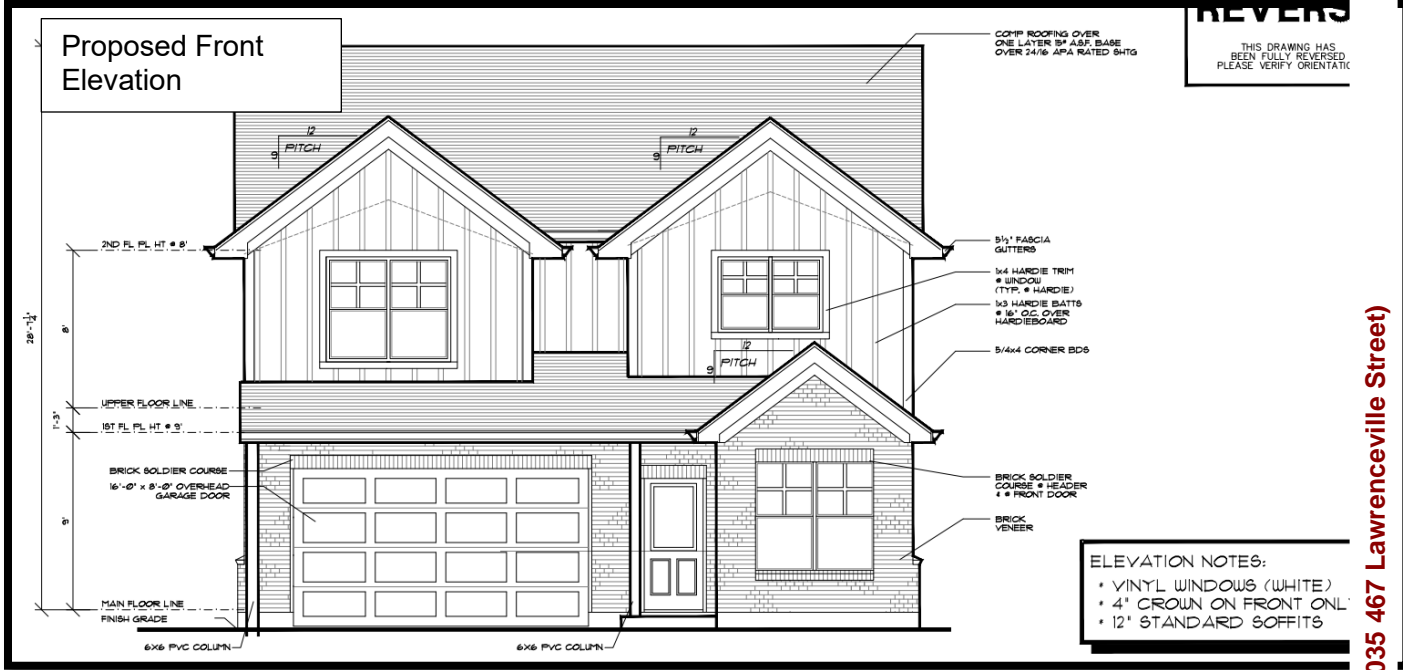


Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)



Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)

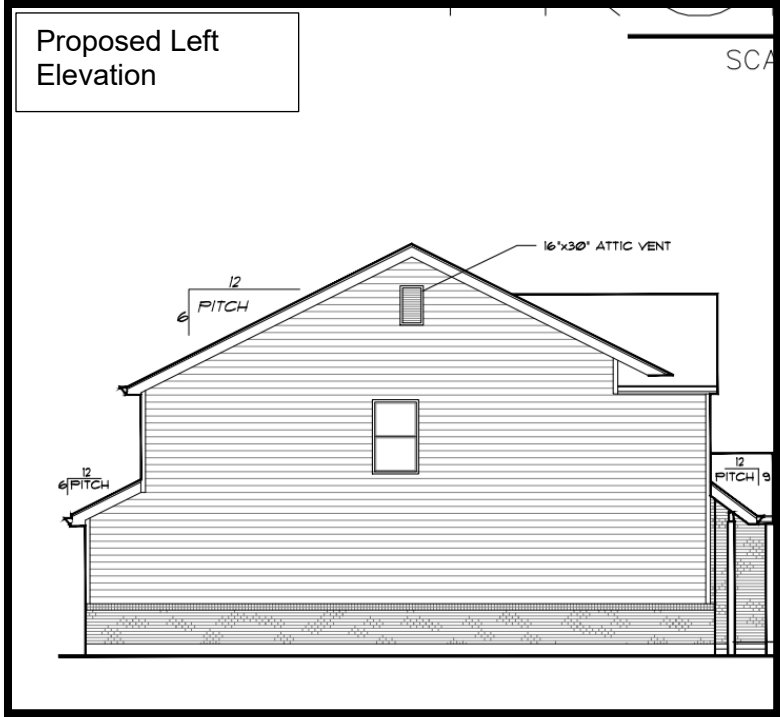




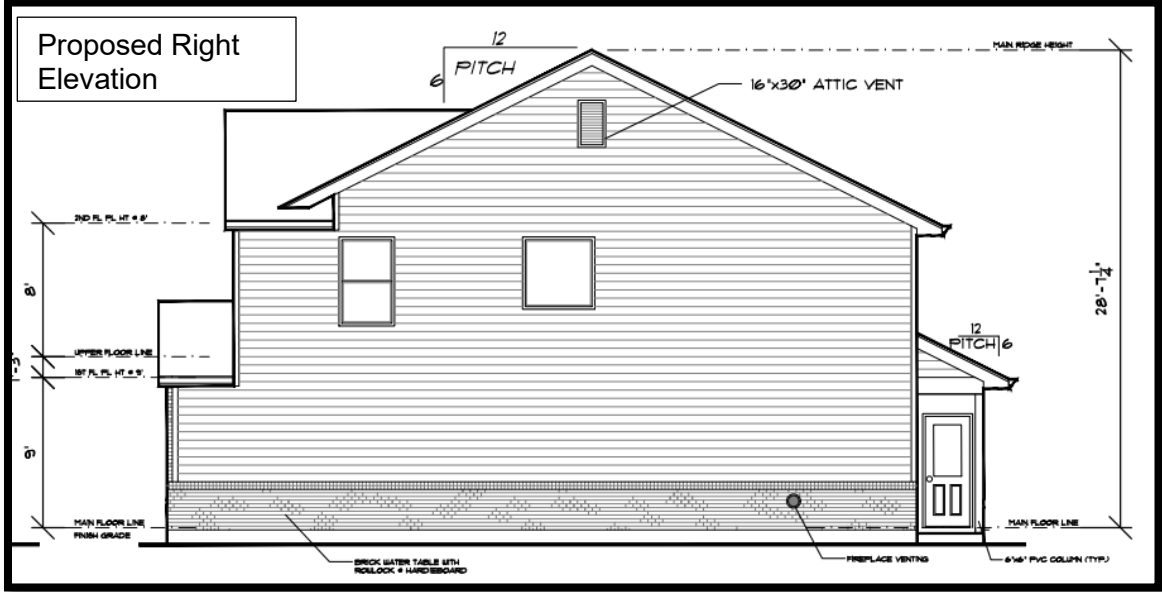
**Description of Proposed Front Elevation:** The proposed front elevation consists of brick on the first floor, with windows and doors featuring a soldier course header and a rowlock course. The garage door features windows. The second-floor features board and batten for the façade with hardie trim around the proposed windows. Proposed columns are 6 by 6.

**Discussion Item:** Standard Column Size is typically 10 by 10.

Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)

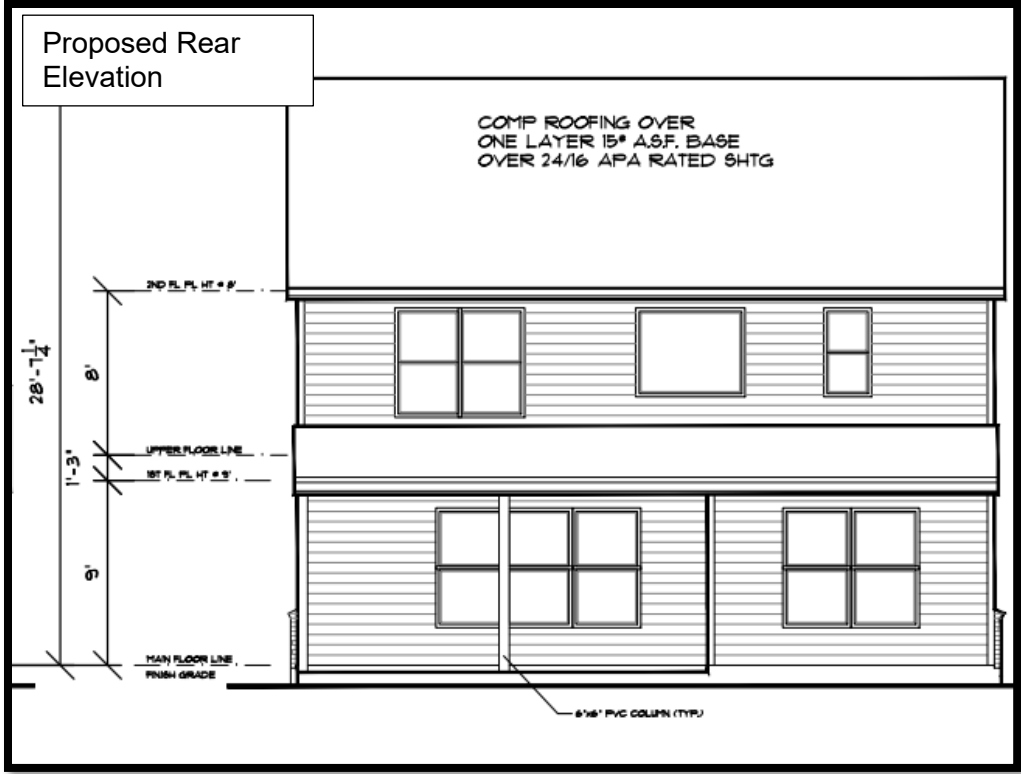


**Description of Proposed Left Elevation:** The proposed left elevation features horizontal hardie siding with a brick water table with a rowlock and hardieboard. The proposed single-hung window is on the second-floor level.



**Description of Proposed Right Elevation:** The proposed left elevation features horizontal hardie siding with a brick water table with a rowlock and hardieboard. Proposed windows are located on the second-floor level. The rear covered patio is shown also, which features a door.

Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)



**Description of Proposed Rear Elevation:** The rear elevation features horizontal hardie siding on both first and second floor with a fenestration of windows. Proposed columns are 6 by 6.

**Discussion Item for Proposed Side Elevations:** Is there a consideration to break up the expanse of siding?

Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Drift of Mist SW9166	Board & Batten Hardie
Primary Façade:	New Castle Gray	Brick
Primary Façade: Third	Pure White SW7005	Hardie Trim & Cornice
Left Side:	Drift of Mist SW9166	Hardie Siding
Left Side: Second	New Castle Gray	Brick Water Table
Left Side: Third	Pure White SW7005	Hardie Trim & Cornice
Left Side:		
Right Side:	Drift of Mist SW9166	Hardie Siding
Right Side: Second	New Castle Gray	Brick Water Table
Right Side:	Pure White SW7005	Hardie Trim & Cornice
Right Side:		
Rear: First	Drift of Mist SW9166	Hardie Siding
Rear: Second	Pure White SW7005	Hardie Trim & Cornice
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	New Castle Gray	Brick
Garage Doors	Pure White SW7005	Metal
Trim	Pure White SW7005	Hardie
Mortar		
Gutters	Dark Bronze	Aluminum
Corner Board	Pure White SW7005	5/4 X 4 Hardie
Railings		
Windows	White	Vynil
Window Sills	Pure White SW7005	
Window Muntin/Mulli	White	
Columns	Pure White SW7005	PVC
Other Architectural Features	Drift of Mist SW9166	Board & Batten Hardie
Other Architectural	Drift of Mist SW9166	Hardie Siding

Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)

SW 9166  
Drift Of Mist

Attachment: COA2025-035 Staff Report (25-7437 : Coa2025-035 467 Lawrenceville Street)

**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:	467 Lawrenceville Street, N	Lot #	Tax Parcel ID: 6-225-079
<b>LANDOWNER OF RECORD</b>			
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:	John Outler	Phone:	404-909-5579
Address:	3169 dover drive	City:	Duluth State: GA Zip Code: 30096
APPLICANT			
Applicant Name:	Michael Reinsel	Phone:	404-431-6360
Company Name:	Mission Homes	Email:	michael@missionhomesatl.com
Address:	4525 Palmetto Lane	City:	Cumming State: GA Zip Code: 30041
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:			
New single family home with a combination of Hardie Siding, Board & Batten, and Brick. Neutral Pai			
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: 7/7/2025
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 <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> 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

<b>Foundation Type: (Circle One)</b>		
Slab	Crawl Space	Basement
<b>Building Dimensions:</b>		
Width:	Length:	Height:*
<b>Area Dimensions:</b>		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch:	Rear Porch:
Patio:	Garage:	
<b>Primary Roof System: (Circle One)</b>		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
<b>Roof Pitches:</b>		
Primary Roof Pitch:		
Secondary Roof Pitch:		
Additional Roof Pitch:		
<b>Floor and Elevation Plan information to be included on each</b>		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
<b>Site Plan and Landscape Plan information to be included on each</b>		
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: COA2025-035 Application (25-7437 : Coa2025-035 467 Lawrenceville 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		
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: COA2025-035 Application (25-7437) : Coa2025-035 467 Lawrenceville 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		
Garage Doors		
Trim		
Mortar		
Gutters		
Corner Board		
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns		
Other Architectural Features		
Other Architectural		

Attachment: COA2025-035 Application (25-7437 : Coa2025-035 467 Lawrenceville 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: COA2025-035 Application (25-7437 : Coa2025-035 467 Lawrenceville 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: COA2025-035 Application (25-7437 : Coa2025-035 467 Lawrenceville Street)



**Department of Community Development**

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TO: Architectural Review Board  
FROM: LeDarius Scott  
DATE: September 16, 2025  
SUBJECT: COA2025-036 5891 Lanier Boulevard  
CC:

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



Meeting Date: 09/16/2025 at 6:00 PM

Petition Number: COA2025-036

Project Type:

Consideration of a Front Porch

Property Location:

5891 Lanier Boulevard

Tax Parcel ID:

6215 040

Petitioner:

Jose Guzman

Petitioner's Request:

Consideration of a Front Porch

Vicinity Map:



Attachment: COA2025-036 Staff Report (25-7438 : Coa2025-036 5891 Lanier Boulevard)

PROPERTY INFORMATION	
<b>Property Location</b>	5891 Lanier Boulevard
<b>Acreage:</b>	0.40 acres
<b>Existing Lot Dimensions:</b>	Lot frontage: Approximately 80 feet Lot Depth: Approximately 200 feet
<b>Existing Building Dimensions:</b>	N/A
<b>Topography:</b>	High Point: 1,034 Low Point: 1,022
<b>Elevation:</b>	High Point: Southeast Corner Low Point: Western Property Line
<b>Encumbrances:</b>	N/A

**Project Description**

The applicant seeks to construct a front porch onto an existing residence. The proposed porch will be made of Hardie Board which will be painted SW6807 (Wondrous Blue) and the trim will be painted SW6041 (Otter). The wood posts and veranda will also be painted SW6041 (Otter).

**Site Plan**

The site plan shows the proposed front porch. Front porches are allowed to encroach into the front setback provided such extensions do not exceed three (3') feet into the setback. The front setback prescribed for R75 lots is 25 feet, so the front porch could be 22 feet from the front property line. According to GIS, the porch would be approximately 32 to 34 feet from the front property line.

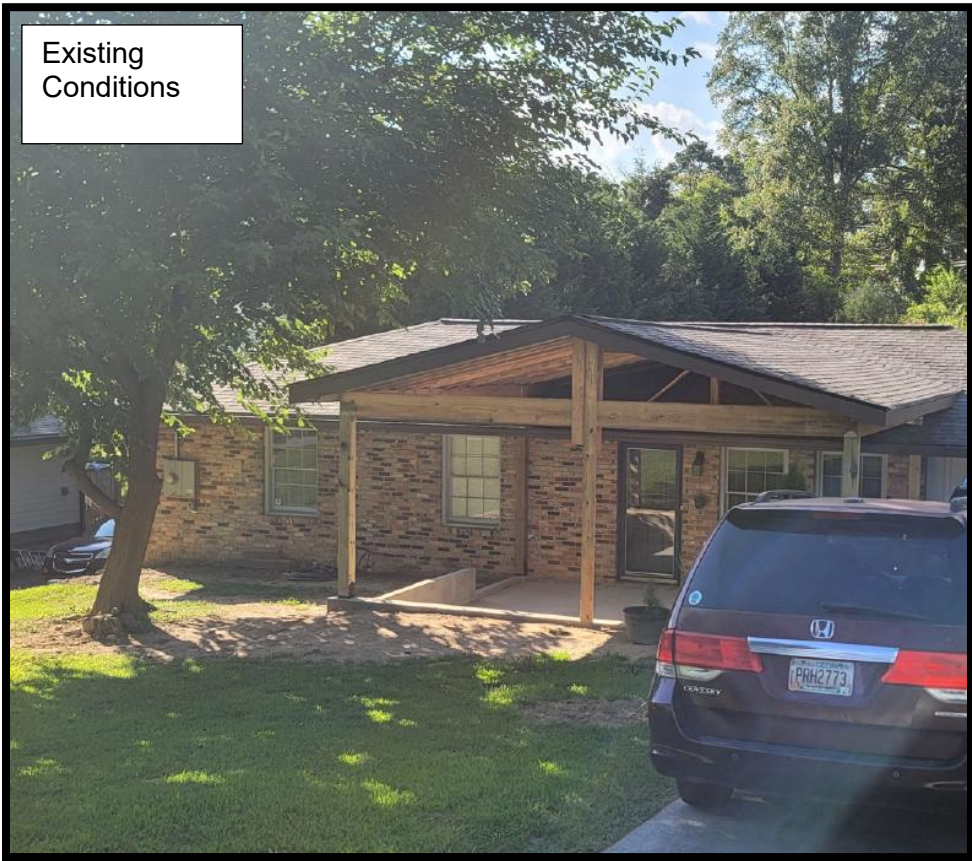
**Landscape Plan**

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, if applicable.

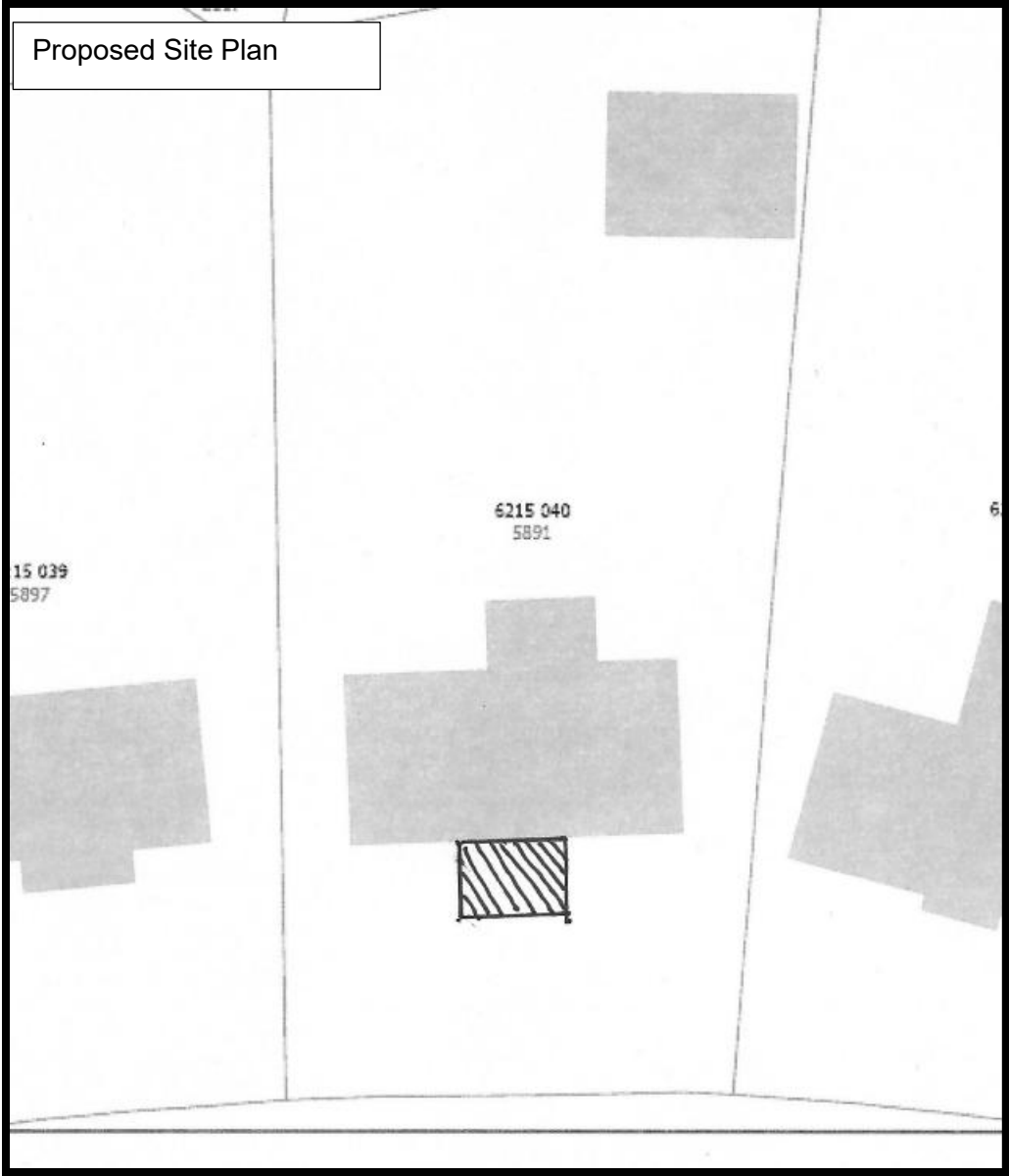
**Applicable Building Standards**

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.

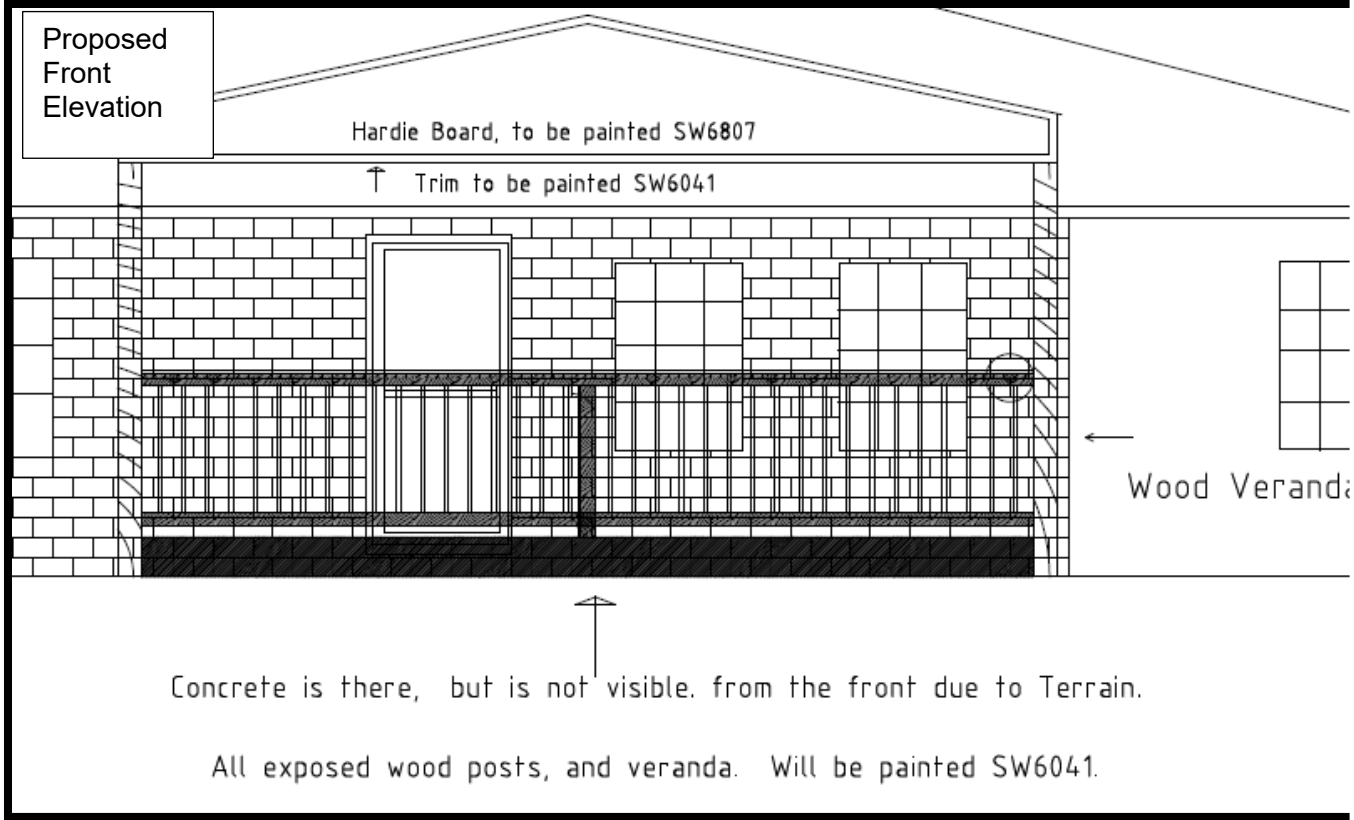
3.7.3.6 The primary entrance to a residence must utilize an entrance feature, such as a stoop, verandah, porch, or terrace. These features help identify the entrance as the main entry to the residence.



Attachment: COA2025-036 Staff Report (25-7438 : Coa2025-036 5891 Lanier Boulevard)

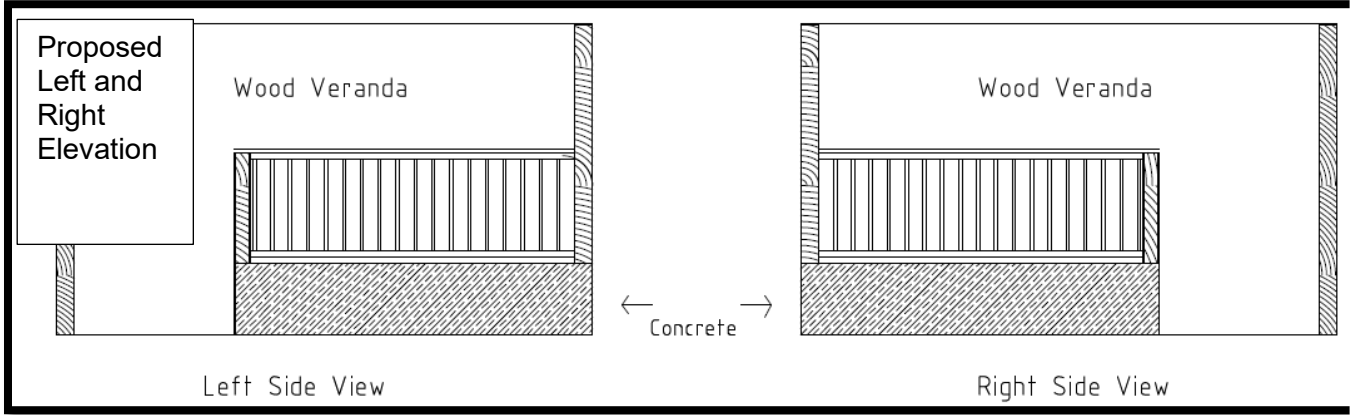


Attachment: COA2025-036 Staff Report (25-7438 : Coa2025-036 5891 Lanier Boulevard)



**Description of Proposed Front Elevation of Porch:** The proposed porch will be made of Hardie Board which will be painted SW6807 (Wondrous Blue) and the trim will be painted SW6041 (Otter). The wood posts and veranda will also be painted SW6041 (Otter).

**Discussion Item:** What are the sizes of the wood posts?



**Description Proposed Left and Right Elevations:** The proposed porch left and right elevations show the wood veranda which will be built on concrete.

Attachment: COA2025-036 Staff Report (25-7438 : Coa2025-036 5891 Lanier Boulevard)

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Wondrous Blue SW6807	James Hardie Prime 4219 Smooth Lap Siding
Primary Façade:	OTter SW6041	James Hardie Prime Cement Trim Smooth
Primary Façade: Third	OTter <del>SW6041</del>	6 x 6 x 10 Southern Yellow Pine
Left Side:	OTter SW6041	Americimax Brown K Style Gutter 5' x 10' FT
Left Side: Second	<del>OTter</del> Wondrous Blue <del>SW6041</del> SW6807	Severe Weather brown Wood deck nail kit
Left Side: Third	OTter SW6041	Severe weather 4x4 Pine wood deck post.
Left Side:		
Right Side:	OTter SW6041	Americimax Brown K Style Gutter 5' x 10' FT
Right Side: Second	Wondrous Blue SW6807	Severe weather brown Wood deck nail kit.
Right Side:	OTter SW6041	Severe weather 4x4 Pine wood deck post.
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-036 Staff Report (25-7438 : Coa2025-036 5891 Lanier Boulevard)

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors		
Trim	OTter SW6041	James Hardie H210 Prime <sup>+</sup> Cement Trim Smooth
Mortar		
Gutters	OTter SW6041	Amcimax Brown K style gutter 5in x 10ft
Corner Board		
Railings	Wanderious Blue SW6807	Severe weather 6x34 Wood deck rail kit.
Windows		
Window Sills		
Window Muntin/Mulli		
Columns	OTter SW6041	Severe weather 6x6x10 Pressure treated lumber
Other Architectural Features		
Other Architectural		

Attachment: COA2025-036 Staff Report (25-7438 : Coa2025-036 5891 Lanier Boulevard)

**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: <i>5891 Lanier Blvd</i>	Lot # <i>24</i>	Tax Parcel ID: <i>R6215 940</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>Jose Evert Guzman</i>	Phone: <i>678 777 4844</i>		
Address: <i>5891 Lanier Blvd</i>	City: <i>Norcross</i>	State: <i>ga</i>	Zip Code: <i>30071</i>
APPLICANT			
Applicant Name: <i>Jose Evert Guzman</i>	Phone: <i>678 777 4844</i>		
Company Name:	Email: <i>CONTACT@STARCOMP101.COM</i>		
Address: <i>5891 Lanier Blvd</i>	City: <i>Norcross</i>	State: <i>ga</i>	Zip Code: <i>30071</i>
DESCRIPTION OF PROJECT			
Project Type: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Administrative			
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: <i>Briefly, we are looking to build a covered porch at the front of my house. It is built of wood and is built to match the existing look of the house. I've attached documents at the end with more details.</i>			
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: <hr/>			
OWNER'S SIGNATURE			
Signature: <i>Jose E Guzman</i>	Date: <i>06-30-2025</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 <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.			

Attachment: COA2025-036\_COA Application (25-7438 : Coa2025-036 5891 Lanier Boulevard)



# Certificate of Appropriateness Application

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

Foundation Type: (Circle One)		
Slab	Crawl Space	<u>Basement</u>
Building Dimensions:		
Width:	Length:	Height:*
Area Dimensions:		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch: 15ft x 18ft x 8ft	Rear Porch:
Patio:	Garage:	
Primary Roof System: (Circle One)		
<u>Gable</u>	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch:	6 1/2 / 12	
Secondary Roof Pitch:		
Additional Roof Pitch:	5 1/2 / 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: COA2025-036\_COA Application (25-7438 : Coa2025-036 5891 Lanier Boulevard)



# 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		
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: COA2025-036\_COA Application (25-7438 : Coa2025-036 5891 Lanier Boulevard)



# 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		
Other Architectural Features		
Other Architectural		

Attachment: COA2025-036\_COA Application (25-7438 : Coa2025-036 5891 Lanier Boulevard)



**Department of Community Development**

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TO: Architectural Review Board  
FROM: LeDarius Scott  
DATE: September 16, 2025  
SUBJECT: COA2025-039 232 Lawrenceville  
Street CC:

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



Meeting Date: 09/16/2025 at 6:00 PM

Petition Number: COA2025-039

Project Type:

Consideration of an addition

Property Location:

232 Lawrenceville Street

Tax Parcel ID:

6242 009

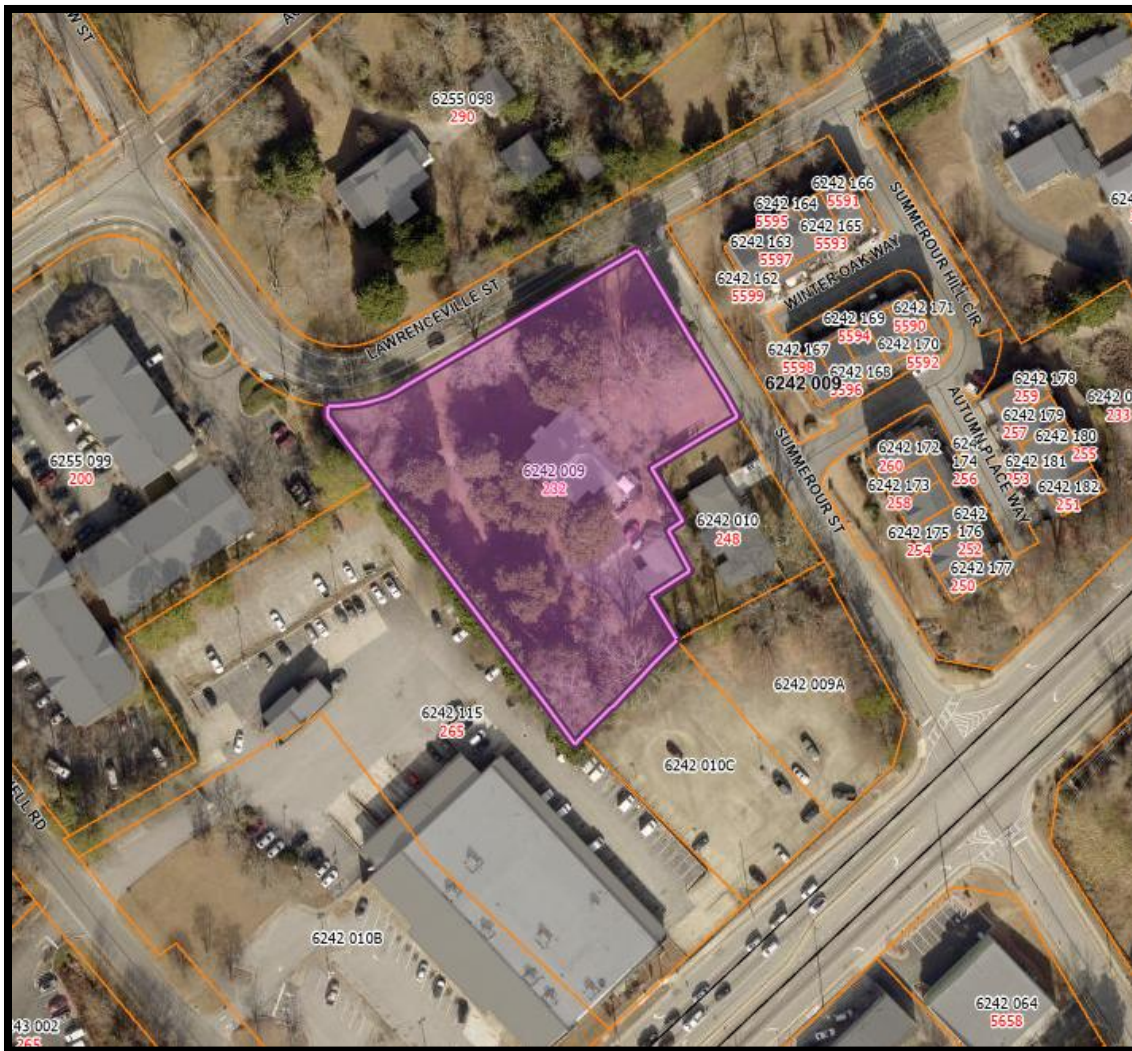
Petitioner:

Suzan Satterfield

Petitioner's Request:

Consideration of an addition

Vicinity Map:



Attachment: COA2025-039 Staff Report (25-7439 : Coa2025-232 Lawrenceville Street)

City of Norcross Architectural Review Board Meeting for September 16, 2025, at 6:00

PROPERTY INFORMATION	
<b>Property Location</b>	232 Lawrenceville Street
<b>Acreage:</b>	1.55 acres
<b>Existing Lot Dimensions:</b>	Lot frontage along Summerour Street: Approximately 160 feet Lot frontage along Lawrenceville Street: Approximately 281 feet Lot Depth: Approximately 337.36 feet
<b>Existing Building Dimensions:</b>	N/A
<b>Topography:</b>	High Point: 1,038 Low Point: 1,026
<b>Elevation:</b>	High Point: North Low Point: Southeast
<b>Encumbrances:</b>	This property is located in the National Historic District

**Project Description**

The applicant seeks to add 733 square feet of living space to the rear of the existing residence. The single-story space will include a fully accessible bath, bedroom, closet, and kitchen. A portion of the existing deck will be removed to accommodate the addition. The proposed primary façade color is SW6249 (Storm Cloud). Proposed materials will be fiber cement siding.

**Site Plan**

The residence is situated on a 1.55-acre lot. Since the lot is zoned HX, historic mixed-use, the prescribed setbacks for a principal structure are 0 feet, so the proposed addition is compliant. The impervious coverage maximum allowed for a HX property is 100 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, if applicable.

**Applicable Building Standards**

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

Attachment: COA2025-039 Staff Report (25-7439 : Coa2025-232 Lawrenceville Street)

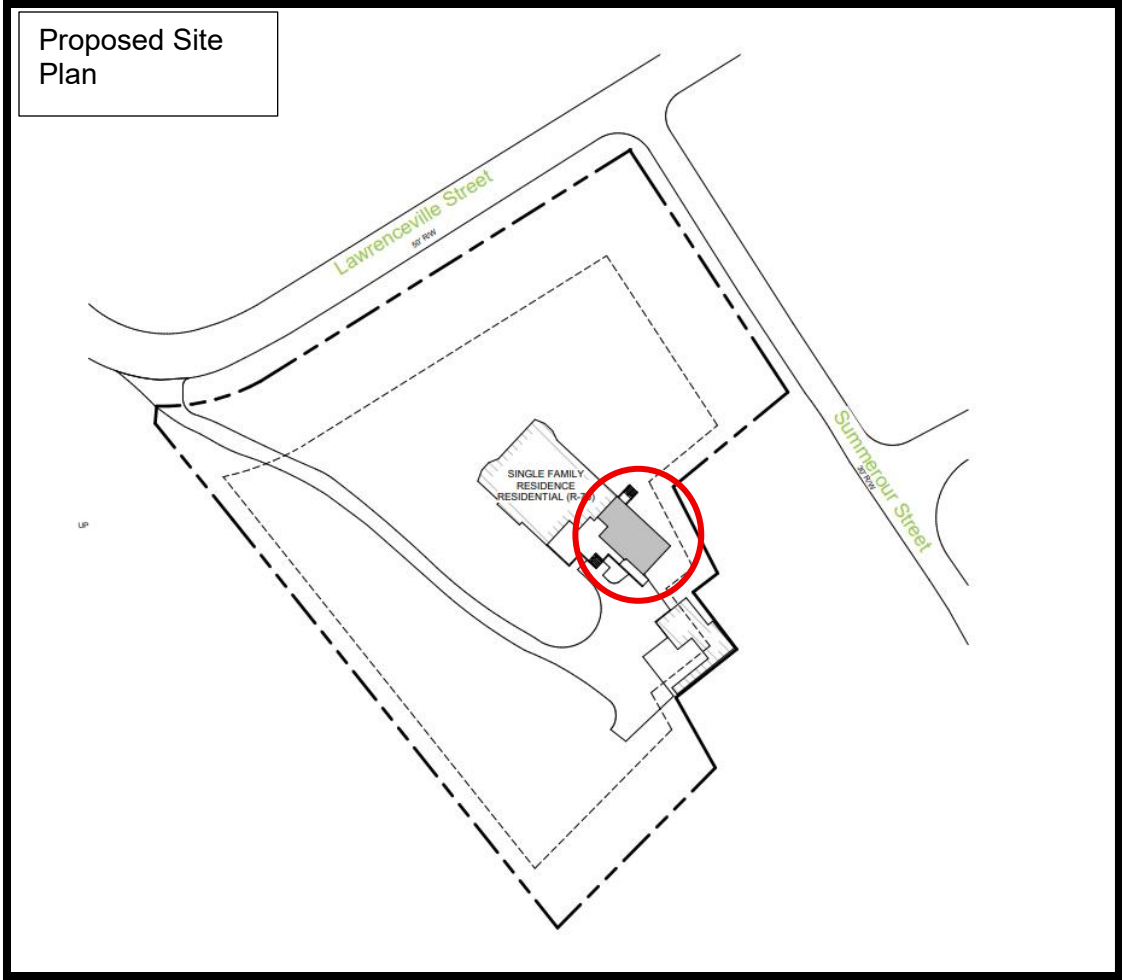
Existing Conditions/View from Lawrenceville Street



Existing Conditions/View from Summerour Street

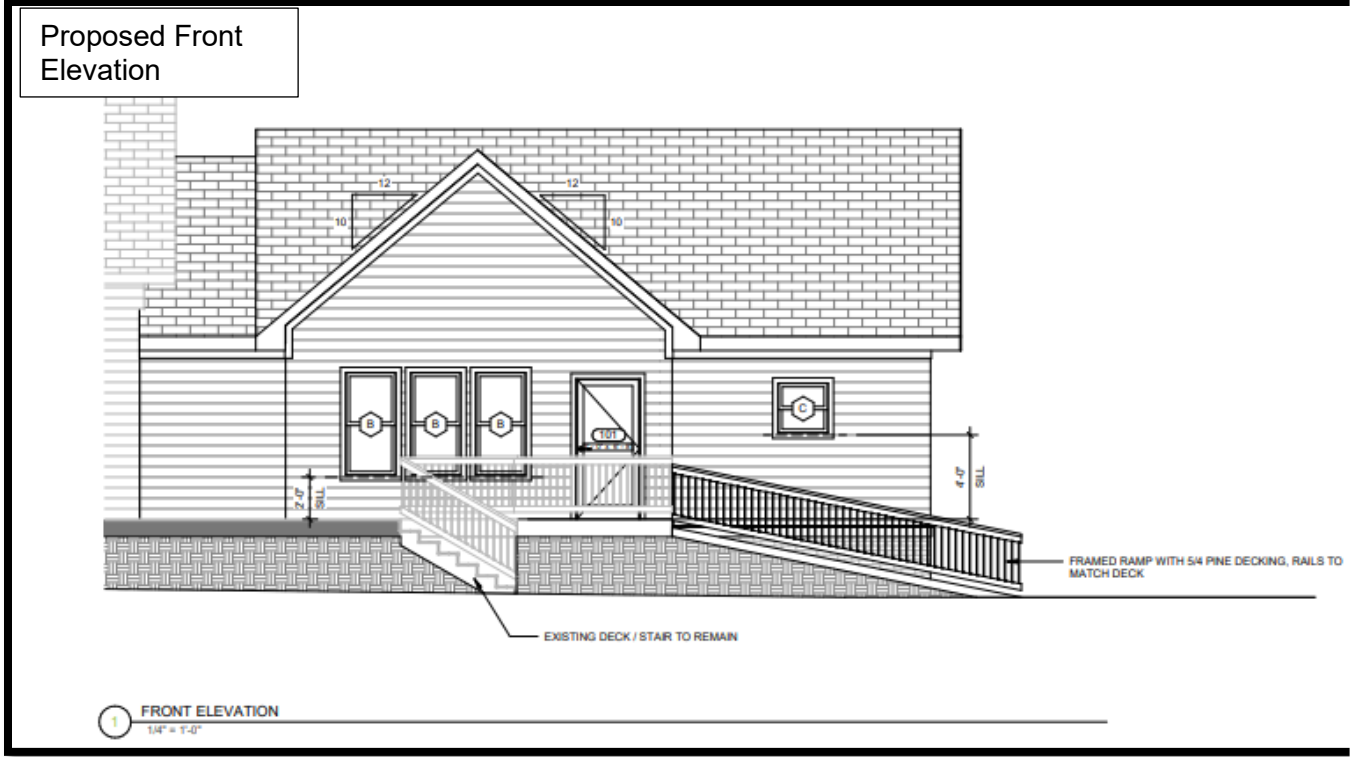


Attachment: COA2025-039 Staff Report (25-7439 : Coa2025-232 Lawrenceville Street)



Attachment: COA2025-039 Staff Report (25-7439 : Coa2025-232 Lawrenceville Street)





**Description of Front Elevation:** The proposed front elevation shows horizontal fiber cement cedar mill lap siding with four (4) single-hung windows and a door. An accessible ramp will connect to the existing deck and landing. The addition will have an asphalt shingle roof which will match the existing home.

Attachment: COA2025-039 Staff Report (25-7439 : Coa2025-232 Lawrenceville Street)





**Description of Side Elevation:** The proposed side elevation shows horizontal fiber cement cedar mill lap siding.

Attachment: COA2025-039 Staff Report (25-7439 : Coa2025-232 Lawrenceville Street)

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Storm Cloud SW6249	James Hardie Primed HZ10 Straight Fiber Cement Cadamill Lap siding Primed 8.25-in
Primary Façade:		
Primary Façade: Third		
Left Side:	Storm Cloud SW6249	James Hardie Primed HZ10 Straight Fiber Cement Cadamill Lap siding Primed 8.25-in
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	Storm Cloud SW6249	James Hardie Primed HZ10 Straight Fiber Cement Cadamill Lap siding Primed 8.25-in
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	Storm Cloud SW6249	James Hardie Primed HZ10 Straight Fiber Cement Cadamill Lap siding Primed 8.25-in
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-039 Staff Report (25-7439 : Coa2025-232 Lawrenceville Street)

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	Stucco SW7569	EverStone Aged Brick Face Brick Panel, 48 7/8"W x 27"H x 1 1/4"D, Rustic White Color
Garage Doors	N/A	
Trim	Stucco SW7569	James Hardie Primed HZ10 Primed Fiber Cement Trim Smooth
Mortar	NA	
Gutters	White	6" Aluminum seamless Gutters
Corner Board	Stucco SW7569	James Hardie Primed HZ10 Primed Fiber Cement Trim Smooth
Railings	natural	Pressure treated lumber
Windows		Vytex Potomac Series
Window Sills		Royal Building Products 1-3/16-in x 1-1/8-in x 7-ft Finished PVC 7118 Sill
Window Muntin/Mulli		
Columns		
Other Architectural Features		
Other Architectural		

Attachment: COA2025-039 Staff Report (25-7439 : Coa2025-232 Lawrenceville Street)

**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: 232 Lawrenceville St. Norcross GA 30071	Lot #	Tax Parcel ID: R6242 009	
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: Allen Faceaire/Suzan Satterfield	Phone: 770-617-1181		
Address: 232 Lawrenceville St, Norcross	City: Norcross	State: GA	Zip Code: 30071
APPLICANT			
Applicant Name: Suzan Satterfield	Phone: 770-617-1181		
Company Name:	Email: Suzansatt@gmail.com		
Address: 232 Lawrenceville St.	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: 733 sq ft. addition to back of home. A portion of the existing deck to be removed to accommodate the addition. A single story space will include Full accessible bath, bedroom + closet, Full Kitchen + living space, shared laundry connect to main house			
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>Suzan Satterfield</i>	Date: 07/28/2025		
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 <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.			

Attachment: COA2025-039 Application (25-7439 : Coa2025-232 Lawrenceville 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: 20' 4 1/6"	Length: 37' 3 3/4"	Height:* 21'11"
Area Dimensions:		
First Floor: 733	Second Floor:	Third Floor:
Basement**: 733	Front Porch:	Rear Porch: 24
Patio:	Garage:	
Primary Roof System: (Circle One)		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 10 -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: COA2025-039 Application (25-7439 : Coa2025-232 Lawrenceville 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	Storm Cloud SW6249	James Hardie Primed HZ10 Straight Fiber Cement Cedarmill Lap siding Primed 8.25-in
Primary Façade:		
Primary Façade: Third		
Left Side:	Storm Cloud SW6249	James Hardie Primed HZ10 Straight Fiber Cement Cedarmill Lap siding Primed 8.25-in
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:	Storm Cloud SW6249	James Hardie Primed HZ10 Straight Fiber Cement Cedarmill Lap siding Primed 8.25-in
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	Storm Cloud SW6249	James Hardie Primed HZ10 Straight Fiber Cement Cedarmill Lap siding Primed 8.25-in
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-039 Application (25-7439 : Coa2025-232 Lawrenceville 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	Stucco SW7569	EverStone Aged Brick Faux Brick Panel, 46 7/8"W x 27"H x 1 1/4"D, Rustic White Color
Garage Doors	N/A	
Trim	Stucco SW7569	James Hardie Primed HZ10 Primed Fiber Cement Trim Smooth
Mortar	NA	
Gutters	White	6" Aluminum seamless Gutters
Corner Board	Stucco SW7569	James Hardie Primed HZ10 Primed Fiber Cement Trim Smooth
Railings	natural	Pressure treated lumber
Windows		Vytex Potomac Series
Window Sills		Royal Building Products 1-3/16-in x 1-1/8-in x 7-ft Finished PVC 7118 Sill
Window Muntin/Mulli		
Columns		
Other Architectural Features		
Other Architectural		

Attachment: COA2025-039 Application (25-7439 : Coa2025-232 Lawrenceville Street)



**Department of Community Development**

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TO: Architectural Review Board  
FROM: LeDarius Scott  
DATE: September 16, 2025  
SUBJECT: Coa2025-042 3405 Willow Oak Drive  
CC:

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

Consideration of a Screened in Porch.

[COA2025-042 Staff Report](#)

[COA2025-042 Application](#)



Meeting Date: 09/16/2025 at 6:00 PM

Petition Number: COA2025-042

Project Type:

Consideration of a Screened in Porch

Property Location:

3405 Willow Oak Drive

Tax Parcel ID:

6255 153

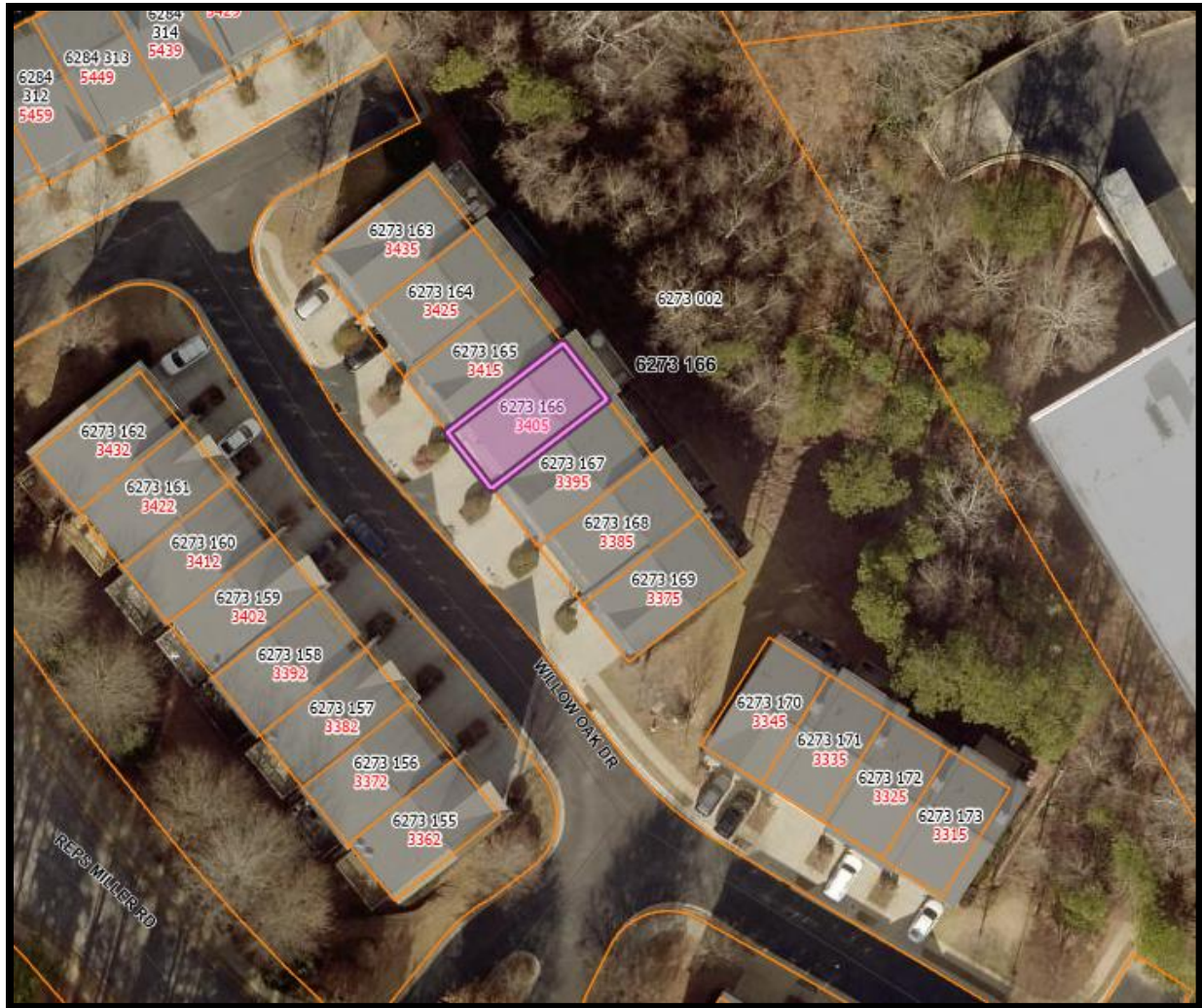
Petitioner:

Chris Anderson

Petitioner's Request:

Consideration of a Screened in Porch

Vicinity Map:



Attachment: COA2025-042 Staff Report (25-7441 : Coa2025-042 3405 Willow Oak Drive)

PROPERTY INFORMATION	
<b>Property Location</b>	3405 Willow Oak Drive
<b>Acreage:</b>	0.02 acres
<b>Existing Lot Dimensions:</b>	Lot frontage: N/A Lot Depth: N/A
<b>Existing Building Dimensions:</b>	N/A
<b>Topography:</b>	High Point: N/A Low Point: N/A
<b>Elevation:</b>	High Point: N/A Low Point: N/A
<b>Encumbrances:</b>	N/A

**Project Description**

The applicant seeks to remove an existing deck and construct a new 180 square foot deck with a gable roof and screens.

**Site Plan**

The site plan shows the location of the townhome, which is a part of a planned residential development called Greenwood. All of the townhomes in this community were constructed with rear uncovered decks and some of the decks have been covered.

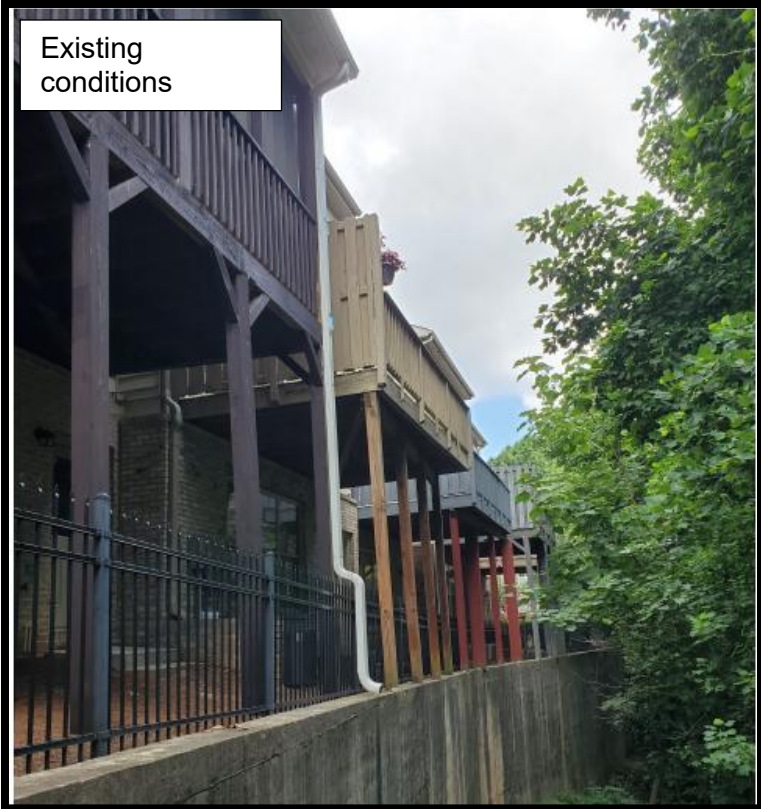
**Landscape Plan**

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, if applicable.

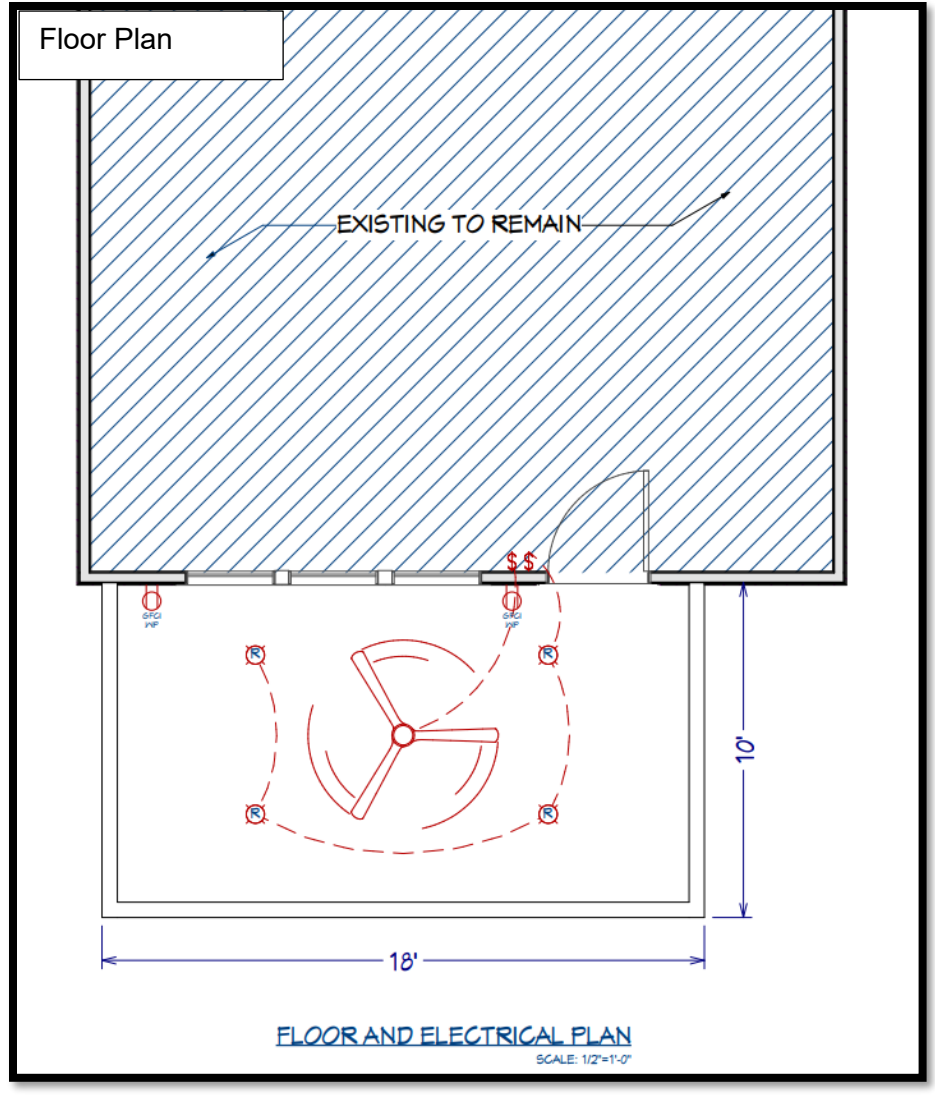
**Applicable Building Standards:**

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

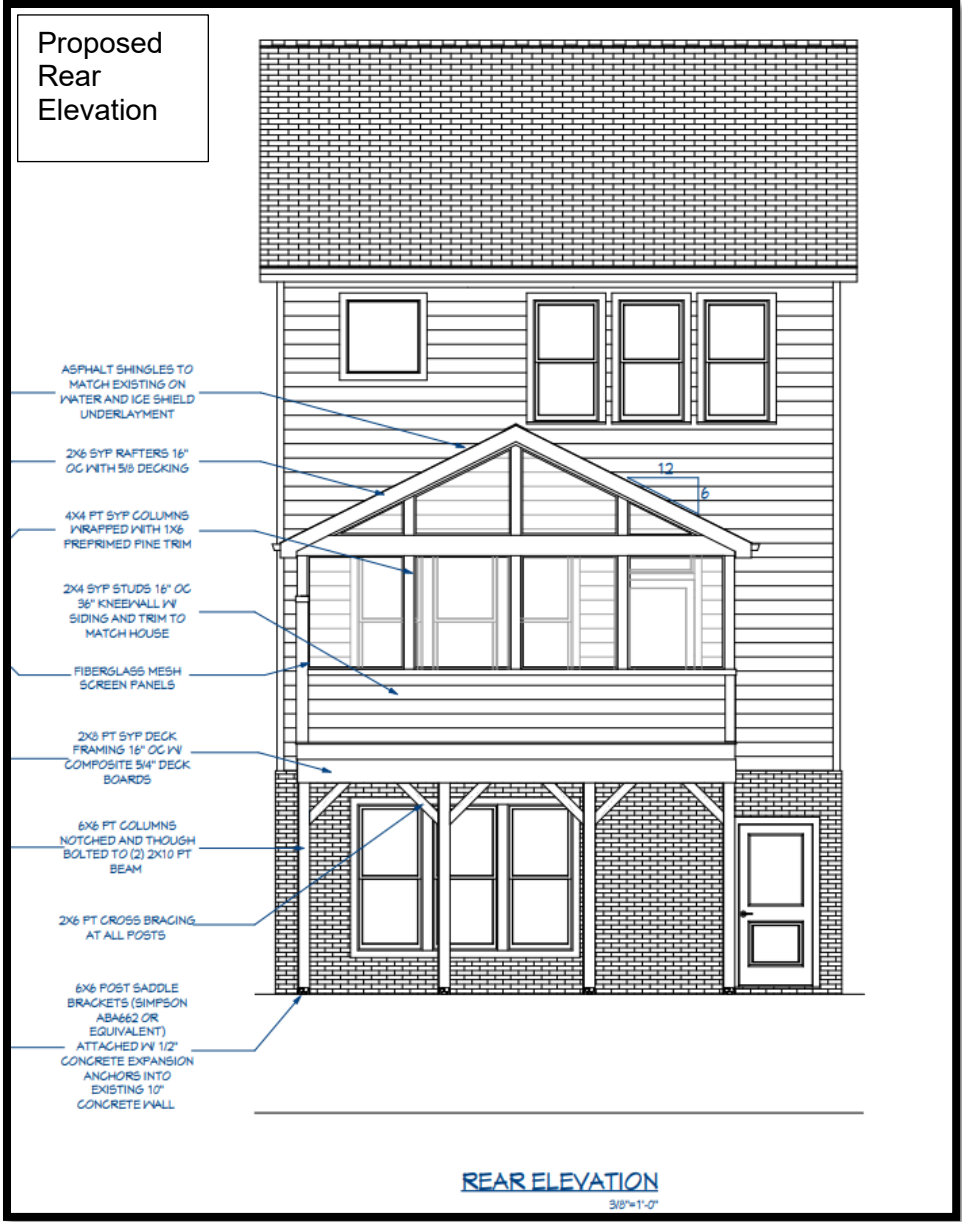
Attachment: COA2025-042 Staff Report (25-7441 : Coa2025-042 3405 Willow Oak Drive)



Attachment: COA2025-042 Staff Report (25-7441 : Coa2025-042 3405 Willow Oak Drive)

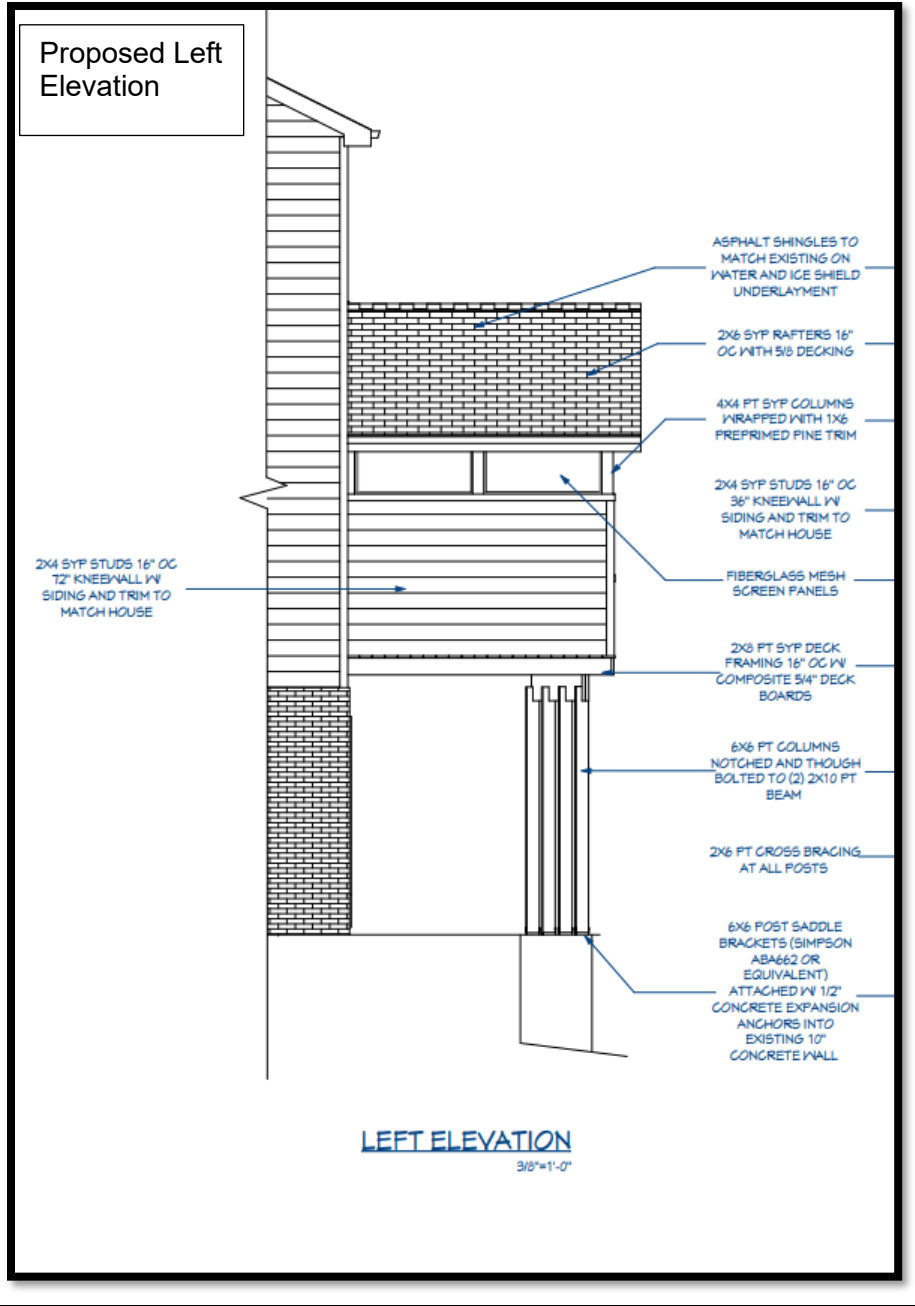


Attachment: COA2025-042 Staff Report (25-7441 : Coa2025-042 3405 Willow Oak Drive)



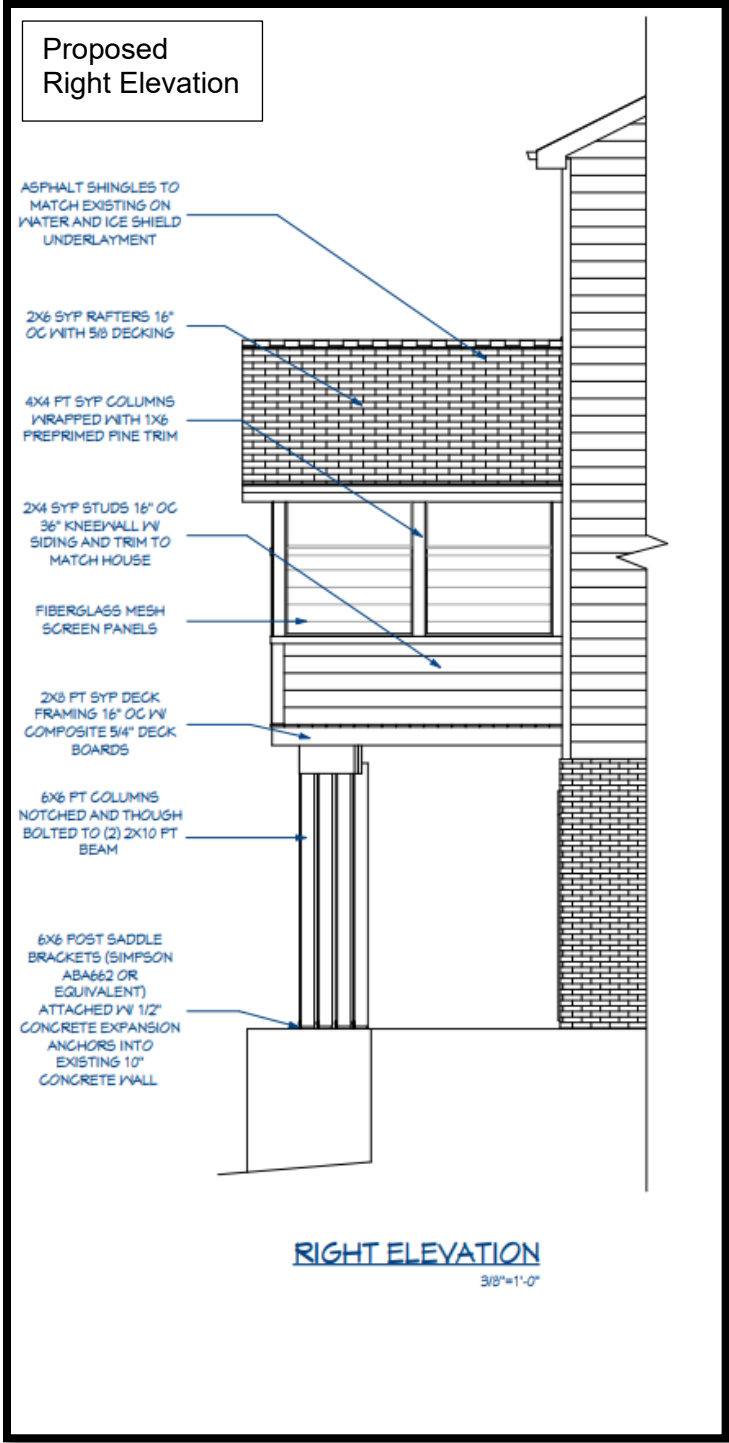
**Description of Proposed Rear Elevation:** The rear elevation shows the proposed covered deck with siding and trim that will match the existing townhouse. The proposed covered deck is supported by 6 by 6 columns. Fiberglass mesh is the proposed material for the screen panels.

Attachment: COA2025-042 Staff Report (25-7441 : Coa2025-042 3405 Willow Oak Drive)



**Proposed Left Elevation:** The left elevation shows the proposed covered deck with siding and trim that will match the existing townhouse. The proposed covered deck is supported by 6 by 6 columns. Fiberglass mesh is the proposed material for the screen panels.

Attachment: COA2025-042 Staff Report (25-7441 : Coa2025-042 3405 Willow Oak Drive)



**Description of Proposed Right Elevation:** The right elevation shows the proposed covered deck with siding and trim that will match the existing townhouse. The proposed covered deck is supported by 6 by 6 columns. Fiberglass mesh is the proposed material for the screen panels.

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: Deck + Second Gable Roof	N/A	All Pressure treated material for Deck Structure + Posts. Kiln Dried Framing material for Gable Roof Structure
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-042 Staff Report (25-7441 : Coa2025-042 3405 Willow Oak Drive)

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors		
Trim	Color Matched to Existing House Trim	Finger Jointed Primed Pine
Mortar		
Gutters	Color Matched to Existing	6" Aluminum Gutters To match existing Gutters on House
Corner Board		
Railings <sup>Knee wall</sup>	Color Matched to Existing	2x4 Knee wall with Siding + Trim To match existing Structure
Windows		Hardie Siding + Finger jointed Pine Trim
Window Sills		
Window Muntin/Mulli		
Columns		
Other Architectural Features <sup>Ceiling</sup>		Pine Tonge + Groove Ceiling Cover
Other Architectural <sup>Openings</sup>		Custom Screens

Attachment: COA2025-042 Staff Report (25-7441 : Coa2025-042 3405 Willow Oak Drive)

**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: 3405 Willow Oak Dr	Lot #	Tax Parcel ID: R6273166	
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: Debbie Noorvan	Phone: 678 485-0531		
Address: 3405 Willow Oak Dr	City: Peachtree Corners	State: GA	Zip Code: 30092
APPLICANT			
Applicant Name: Chris Anderson	Phone: 678 206 6309		
Company Name: Atlanta Home Completion	Email: Support@atlantahomecompletion.com		
Address: 10875 Hwy 92	City: Woodstock	State: GA	Zip Code: 30188
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:  Removal of Existing Deck and Construction of a new Deck with Cable Roof and Screens			
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:  2C7869E3B95B43C	Date: August 1, 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 <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.			

Attachment: COA2025-042 Application (25-7441 : Coa2025-042 3405 Willow Oak Drive)

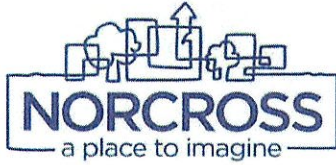


# Certificate of Appropriateness Application

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

Foundation Type: (Circle One)		
Slab	Crawl Space	Basement
Building Dimensions:		
Width: 21	Length: 41	Height:*
Area Dimensions:		
First Floor: 21x41	Second Floor: 21x41	Third Floor:
Basement**: 21x41	Front Porch:	Rear Porch: 10x20
Patio:	Garage:	
Primary Roof System: (Circle One)		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch:		
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: COA2025-042 Application (25-7441 : Coa2025-042 3405 Willow Oak 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		
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: Deck + Second Gable Roof	N/A	All Pressure treated material for Deck Structure + posts. Kilm Dried Framing material for Gable Roof Structure
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-042 Application (25-7441 : Coa2025-042 3405 Willow Oak Drive)

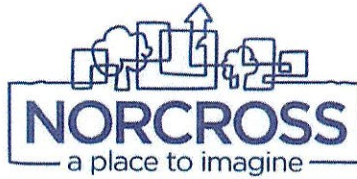


# Certificate of Appropriateness Application

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		
Garage Doors		
Trim	Color Matched to Existing House Trim	Finger Jointed Primed Pine
Mortar		
Gutters	Color Matched to Existing	6" Aluminum Gutters To match existing Gutters on House
Corner Board		
Railings Knee wall	Color Matched to Existing	2x4 Knee wall with Siding + Trim to match existing structure
Windows		Hardie Siding + Finger jointed Pine Trim
Window Sills		
Window Muntin/Mulli		
Columns		
Other Architectural Features Ceiling		Pine Tongue + Groove Ceiling Cover
Other Architectural Openings		Custom Screens

Attachment: COA2025-042 Application (25-7441 : Coa2025-042 3405 Willow Oak Drive)



## 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
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



# Owner's Affidavit

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

### Section I. Land Ownership

I, Deborah Noonan, hereby attest to ownership of the property located at 3405 Willow Oak Dr Parcel ID# R6273166 for which the Application is submitted. The Ownership, as recorded on the deed, is in the name of Noonan, Deborah A.

### Section II. Type of Ownership

Individual     Corporation/LLC     Partnership     Government     Homeowner

Corporation/LLC/Partnership Name:

Secretary of State Registration Number:

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 Chris Anderson (applicant's name) to apply for a Permit 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 1 day

of August 20 25

Notary Public

Name: Deborah A. Noonan  
Address: 3405 Willow Oak Dr  
Peachtree Corners, GA 30092  
City, State, Zip Code

Seal



Email address: Taurus 8765@yahoo.com

Phone Number: 6,784,850,531.00

Owner's signature

Signed by:  
Deborah Noonan  
2C7869E3B95B43C

Commission expires: 04/26/2026

Jason D. Sennett

Attachment: COA2025-042 Application (25-7441 : Coa2025-042 3405 Willow Oak Drive)



**Department of Community Development**

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TO: Architectural Review Board  
FROM: LeDarius Scott  
DATE: September 16, 2025  
SUBJECT: COA2025-041 709 Oak  
Terrace CC:

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



Meeting Date: 09/16/2025 at 6:00 PM

Petition Number: COA2025-041

Project Type:	Consideration of a Façade Change
Property Location:	709 Oak Terrace
Tax Parcel ID:	6255 153
Petitioner:	Jarrett McConnico
Petitioner's Request:	Consideration of a Façade Change

Vicinity Map:



Attachment: COA2025-041 Staff Report (25-7440 : Coa2025-041 709 Oak Terrace)

PROPERTY INFORMATION	
<b>Property Location</b>	709 Oak Terrace
<b>Acreage:</b>	0.41 acres
<b>Existing Lot Dimensions:</b>	Lot frontage: Approximately 100 feet Lot Depth: Approximately 185 feet
<b>Existing Building Dimensions:</b>	N/A
<b>Topography:</b>	High Point: 1,066 Low Point: 1,060
<b>Elevation:</b>	High Point: Southern property line Low Point: Northern property line
<b>Encumbrances:</b>	N/A

**Project Description**

The applicant seeks to remove stucco on the front of the existing home and replace with hardie smooth fiber-cement Board and Batten siding with cedar corner boards. Painting will take place on front, existing siding on rear, windows on front and rear, garage door, gutters, and stain new crows feet and cedar shutters on front. The primary façade color will be SW7008 (Alabaster White) The applicant proceeded to do work without a permit and is now seeking retroactive approval. The scope of work is substantially done, due to the potential damage that would have occurred with the front of the home being exposed to the elements.

**Site Plan**

A site plan for this request is not applicable as there are no footprint additions that would require adherence to the prescribed R100 setbacks or impervious coverage maximum.

**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, if applicable.

**Applicable Building Standards**

N/A

Attachment: COA2025-041 Staff Report (25-7440 : Coa2025-041 709 Oak Terrace)



Attachment: COA2025-041 Staff Report (25-7440 : Coa2025-041 709 Oak Terrace)



Attachment: COA2025-041 Staff Report (25-7440 : Coa2025-041 709 Oak Terrace)



**Description of Front Façade Change:** The applicant is seeking retroactive approval to remove the stucco on the front of the home and replace with hardie smooth fiber-cement board and batten. Two (2) trusses are being added along with black metal seam roofs. The primary façade color will be SW7008 (Alabaster White).

Attachment: COA2025-041 Staff Report (25-7440 : Coa2025-041 709 Oak Terrace)

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	SW 7008 Alabaster White	Hardie Board & Batten- Smooth, Windows, Garage Door, Soffit & Fascia
Primary Façade:	Minwax Stain- Golden Oak	1x6 Cedar Trim, Cedar Crows Feet, & Cedar Shutters
Primary Façade: Third	Matte Black - PAC & SW 6258 Tricorn Black	Standing Seam Metal Roof at Gables & Gutters + Downspouts
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:	SW 7008 Alabaster White	Existing Soffit & Fascia
Right Side:	SW 7008 Alabaster White	Existing Soffit & Fascia
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	SW 7008 Alabaster White	Existing Windows & Soffit & Fascia
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-041 Staff Report (25-7440 : Coa2025-041 709 Oak Terrace)

<b>COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)</b>		
<b>Component</b>	<b>Color (Include manufacturer's ID)</b>	<b>Material</b>
<b>Masonry</b>	SW 7008 Alabaster White	Fibercement Smooth Siding
<b>Garage Doors</b>	SW 7008 Alabaster White	Existing Garage Door
<b>Trim</b>	SW 7008 Alabaster White	Soffit & Fascia
<b>Mortar</b>	N/A	
<b>Gutters</b>	SW 6258 Tricorn Black	Aluminum
<b>Corner Board</b>	Minwax Golden Oak	1x6 Cedar Wood
<b>Railings</b>	N/A	
<b>Windows</b>	SW 7008 Alabaster White	
<b>Window Sills</b>	N/A	
<b>Window Muntin/Mulli</b>	SW 7008 Alabaster White	Existing Windows
<b>Columns</b>	N/A	
<b>Other Architectural Features</b>	Matte Black- PAC	Standing Seam Metal Roof
<b>Other Architectural</b>		

Attachment: COA2025-041 Staff Report (25-7440 : Coa2025-041 709 Oak Terrace)

**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:	709 Oak Terrace	Lot #	3
		Tax Parcel ID:	Peachtree North
LANDOWNER OF RECORD			
<p style="color: red;">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.</p>			
Name:	Jarrett McConnico	Phone:	678-478-9811
Address:	709 Oak Terrace	City:	Norcross
		State:	GA
		Zip Code:	30071
APPLICANT			
Applicant Name:	Jarrett McConnico	Phone:	678-478-9811
Company Name:		Email:	
Address:	709 Oak Terrace	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: Remove shingles on 2 eyebrows on front of home- Replace with pre-painted metal roof (106sf). Build cedar Crows Feet at both gables at front. Remove stucco on front of home, replace with new Hardie smooth fibercement Board & Batten siding (500sf) & 1x6 Cedar corner boards. Paint new siding on front, existing siding on rear, windows on front & rear, garage door, gutters, and stain new crows feet & cedar shutters on front			
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:
			8/6/25
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 <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.			

Attachment: COA2025-041 Application (25-7440 : Coa2025-041 709 Oak Terrace)



# 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: 74' 9"	Length: 54' 7"	Height:* 17' 1"
Area Dimensions:		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch:	Rear Porch:
Patio:	Garage:	
Primary Roof System: (Circle One)		
(Gable)	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 7/12		
Secondary Roof Pitch: 4/12		
Additional Roof Pitch: 9/12		
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: COA2025-041 Application (25-7440 : Coa2025-041 709 Oak Terrace)



# 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 7008 Alabaster White	Hardie Board & Batten- Smooth, Windows, Garage Door, Soffit & Fascia
Primary Façade:	Minwax Stain- Golden Oak	1x6 Cedar Trim, Cedar Crows Feet, & Cedar Shutters
Primary Façade: Third	Matte Black - PAC & SW 6258 Tricorn Black	Standing Seam Metal Roof at Gables & Gutters + Downspouts
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:	SW 7008 Alabaster White	Existing Soffit & Fascia
Right Side:	SW 7008 Alabaster White	Existing Soffit & Fascia
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	SW 7008 Alabaster White	Existing Windows & Soffit & Fascia
Rear: Second		
Rear: Third		
Rear: Basemnt		

Attachment: COA2025-041 Application (25-7440 : Coa2025-041 709 Oak Terrace)



# 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	SW 7008 Alabaster White	Fibercement Smooth Siding
Garage Doors	SW 7008 Alabaster White	Existing Garage Door
Trim	SW 7008 Alabaster White	Soffit & Fascia
Mortar	N/A	
Gutters	SW 6258 Tricorn Black	Aluminum
Corner Board	Minwax Golden Oak	1x6 Cedar Wood
Railings	N/A	
Windows	SW 7008 Alabaster White	
Window Sills	N/A	
Window Muntin/Mulli	SW 7008 Alabaster White	Existing Windows
Columns	N/A	
Other Architectural Features	Matte Black- PAC	Standing Seam Metal Roof
Other Architectural		

Attachment: COA2025-041 Application (25-7440 : Coa2025-041 709 Oak Terrace)



# 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: COA2025-041 Application (25-7440 : Coa2025-041 709 Oak Terrace)

# 709 Oak Terrace - COLOR SELECTIONS

Siding, Soffit, Fascia, Windows, Garage Door

SW 7008 - Alabaster

SW 7008  
Alabaster

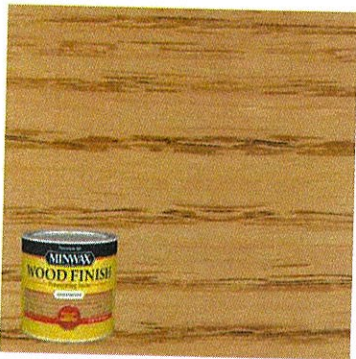
+ Order samples

Gutters

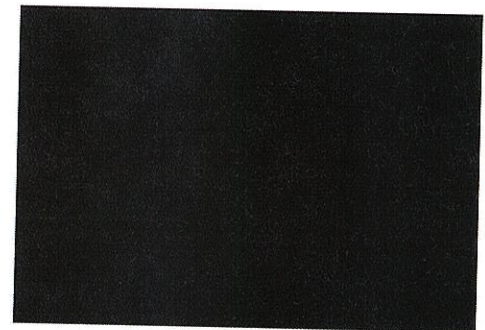
SW 6258 - TriCorn Black



Cedar Crows Foot, Cedar Shutters, Cedar Trim  
MinWax - Golden Oak



Standing Seam Pre-Painted Metal Eyebrow  
PAC Clad - Matte Black - R. Schwartz



\$

MATTE BLACK

Front Facade-  
Hardie Board & Batten- Smooth



Attachment: COA2025-041 Application (25-7440 : Coa2025-041 709 Oak Terrace)

709 Oak Terrace  
~ PROPOSED ~



The McConnico Residence  
709 Oak Terrace Norcross, GA

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D.6.b





# Complete Measurements

709 Oak Terrace  
NORCROSS, GA 30071

~ EXISTING ~



VIEW 3D MODEL

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PROPERTY ID: 15418842  
MODEL ID: 15416277  
MCCONNICO  
8 APR 2025



# Complete Measurements

# 709 Oak Terrace, Norcross, GA ~ EXISTING ~ PHOTOS



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**Attachment: COA2025-041 Application (25-7440 : Coa2025-041 709 Oak Terrace)**

D.6.b



# Complete Measurements

# 709 Oak Terrace, Norcross, GA

## PHOTOS

### ~ EXISTING ~



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**Attachment: COA2025-041 Application (25-7440 : Coa2025-041 709 Oak Terrace)**

D.6.b



# Complete Measurements

709 Oak Terrace, Norcross, GA  
SUMMARY

Areas	Siding	Other
Facades	84 ft <sup>2</sup>	1820 ft <sup>2</sup>
Openings	39 ft <sup>2</sup>	568 ft <sup>2</sup>
Trims*	4 ft <sup>2</sup>	129 ft <sup>2</sup>
Unknown (no photos)*	-	15 ft <sup>2</sup>
<b>Total</b>	<b>127 ft<sup>2</sup></b>	<b>2532 ft<sup>2</sup></b>

\*Any trim or unknown material that touches siding is included in the 'Siding' column. If it does not touch siding, then it's included in the 'Other' column.

Openings	Siding	Other
Quantity	3	16
Tops Length	8' 7"	45' 9"
Sills Length	8' 7"	39' 6"
Sides Length	27'	200' 7"
<b>Total Perimeter</b>	<b>44' 2"</b>	<b>285' 10"</b>

Corners	Siding	Other
Inside Qty	0	9
Inside Length	-	72' 8"
Outside Qty	2	17
Outside Length	10'	120' 7"

Accessories	Siding	Other
Shutter Qty	0	4
Shutter Area	0 ft <sup>2</sup>	19 ft <sup>2</sup>
Vents Qty	0	2
Vents Area	0 ft <sup>2</sup>	6 ft <sup>2</sup>

Trim	Siding	Other
Level Starter	13' 1"	283'
Sloped Trim	19' 4"	55' 11"
Vertical Trim	10"	34' 2"

Roofline	Length	Avg. Depth	Soffit Area
Eaves Fascia	271' 7"	-	-
Level Frieze Board	224'	1' 9"	759 ft <sup>2</sup>
Rakes Fascia	126' 6"	-	-
Sloped Frieze Board	102' 5"	1' 2"	199 ft <sup>2</sup>

## SIDING WASTE TOTALS

Siding & Trim Only*	Area	Squares
Zero Waste	89 ft <sup>2</sup>	1
+10%	98 ft <sup>2</sup>	1
+18%	106 ft <sup>2</sup>	1¼

+ Openings < 20ft <sup>2</sup>	Area	Squares
Zero Waste	129 ft <sup>2</sup>	1½
+10%	142 ft <sup>2</sup>	1½
+18%	153 ft <sup>2</sup>	1¾

+ Openings < 33ft <sup>2</sup>	Area	Squares
Zero Waste	129 ft <sup>2</sup>	1½
+10%	142 ft <sup>2</sup>	1½
+18%	153 ft <sup>2</sup>	1¾

\*The first three rows of the Siding Waste Factor table are calculated using the total ft<sup>2</sup> of siding facades, ft<sup>2</sup> of trim touching siding, and ft<sup>2</sup> of unknowns touching siding.

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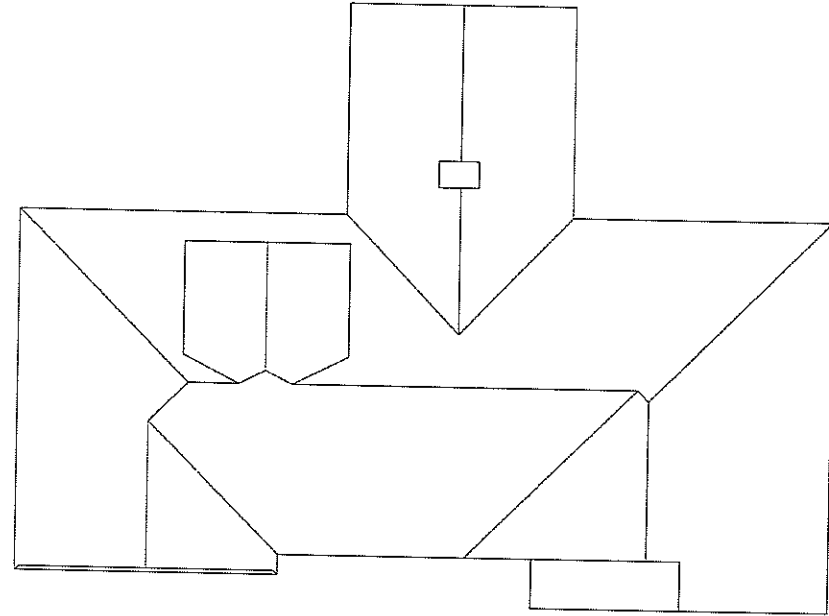


# Complete Measurements

709 Oak Terrace, Norcross, GA  
ROOF SUMMARY

Roof	Area	Total	Length
Roof Facets	3791 ft <sup>2</sup>	14	-
Ridges / Hips	-	16	179' 4"
Valleys	-	7	93' 8"
Rakes	-	10	126' 6"
Eaves	-	14	271' 7"
Flashing	-	13	65' 3"
Step Flashing	-	10	42' 4"
Drip Edge/Perimeter	-	-	398' 1"

Roof Pitch*	Area	Percentage
7 / 12	3481 ft <sup>2</sup>	91.82%
4 / 12	204 ft <sup>2</sup>	5.38%
9 / 12	106 ft <sup>2</sup>	2.8%



### Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	3791 ft <sup>2</sup>	3981 ft <sup>2</sup>	4170 ft <sup>2</sup>	4360 ft <sup>2</sup>	4549 ft <sup>2</sup>
Squares	38	40	42	43 <sup>3</sup> / <sub>8</sub>	45 <sup>3</sup> / <sub>8</sub>

The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.

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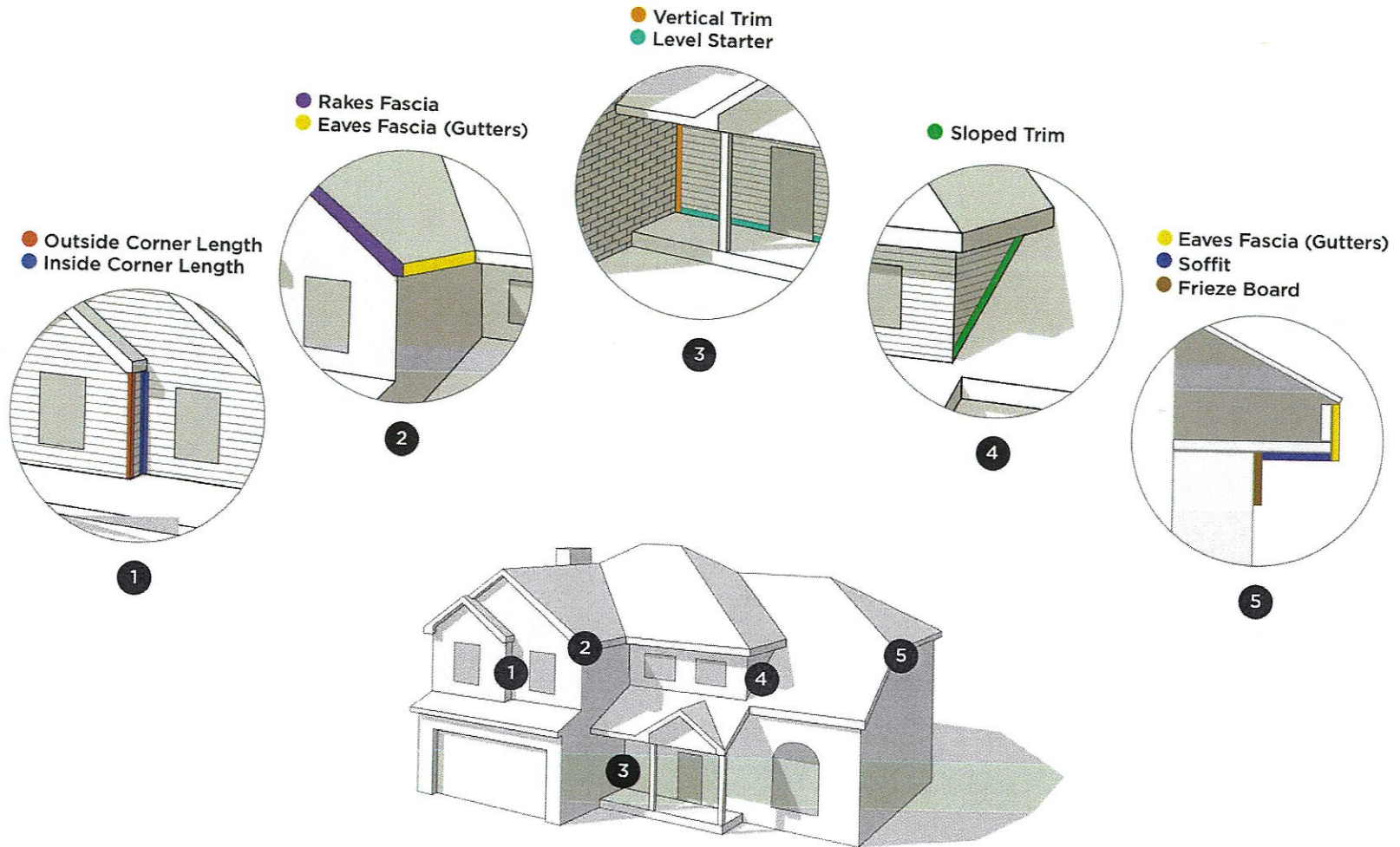
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# Complete Measurements

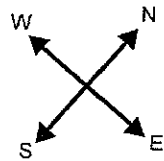
## 709 Oak Terrace, Norcross, GA MEASUREMENT KEY



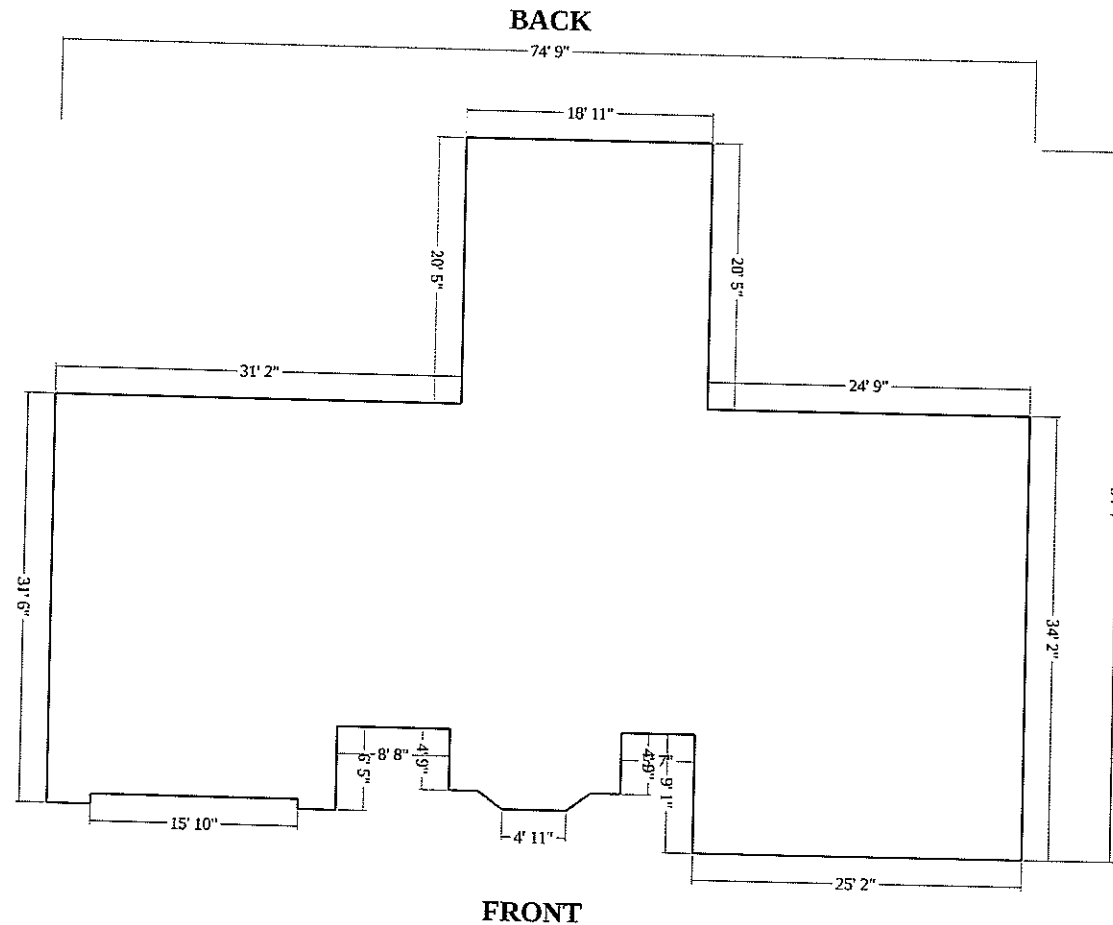


# Complete Measurements

# 709 Oak Terrace, Norcross, GA FOOTPRINT



Number of Stories: 1  
Footprint Perimeter: 283' 5"  
Footprint Area: 2690 ft<sup>2</sup>



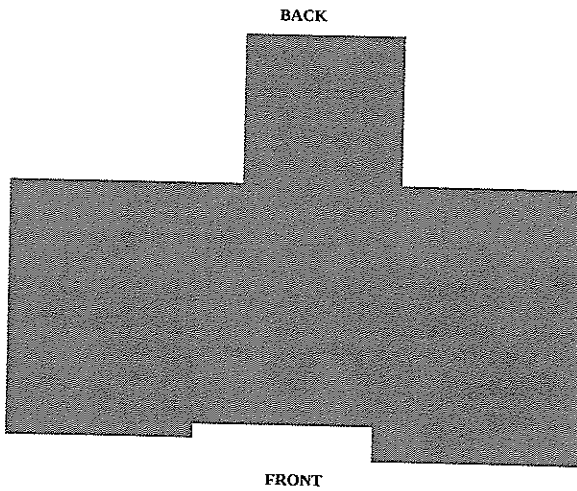


# Complete Measurements

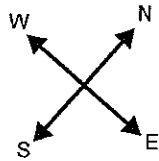
## 709 Oak Terrace, Norcross, GA SIDING PER ELEVATION

### Siding Per Elevation

FRONT	RIGHT	LEFT	BACK
	SI-1 - 20 ft <sup>2</sup>	SI-3 - 20 ft <sup>2</sup>	SI-2 - 44 ft <sup>2</sup>
<b>0 ft<sup>2</sup></b>	<b>20 ft<sup>2</sup></b>	<b>20 ft<sup>2</sup></b>	<b>44 ft<sup>2</sup></b>



Number of Stories: 1



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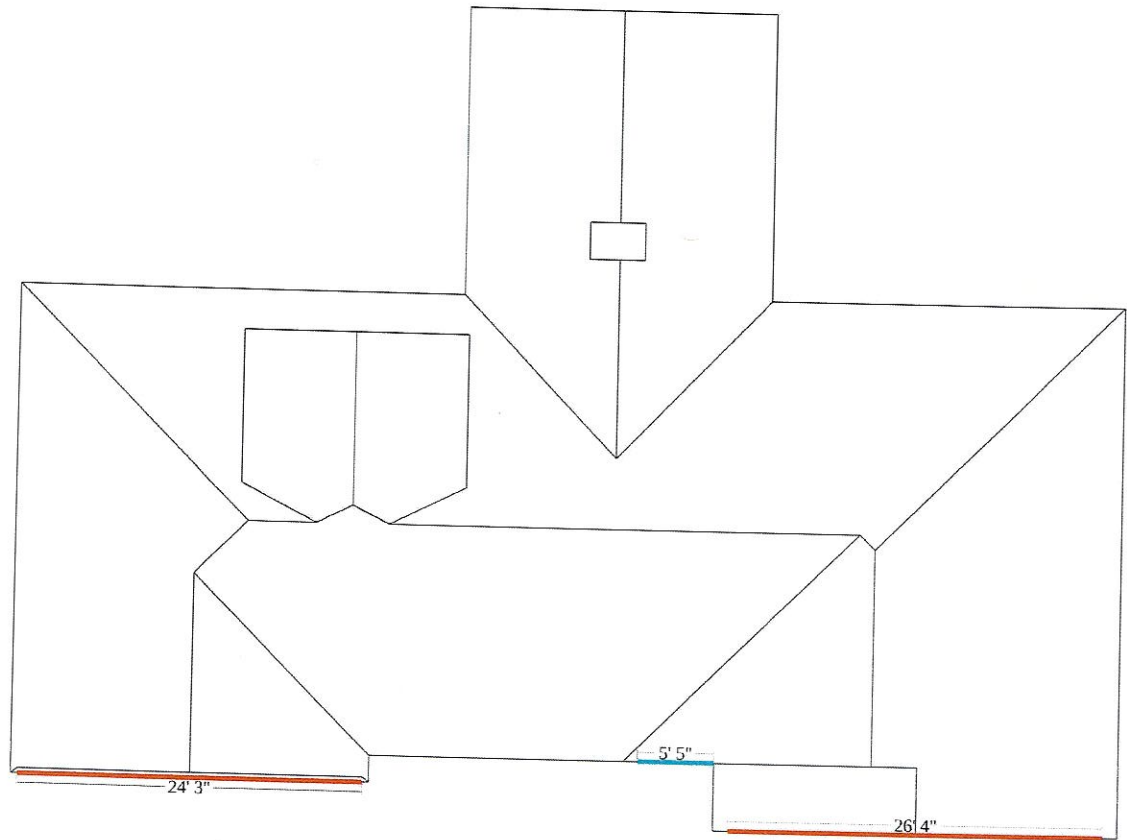


# Complete Measurements

## 709 Oak Terrace, Norcross, GA GABLE CORNICICES

	Cornice Returns	Length	Count
■	Returns Story 2	5'	1
	<b>Total</b>	<b>5'</b>	<b>1</b>

	Cornice Strips	Length	Count
■	Strips Story 1	51'	2
	<b>Total</b>	<b>51'</b>	<b>2</b>



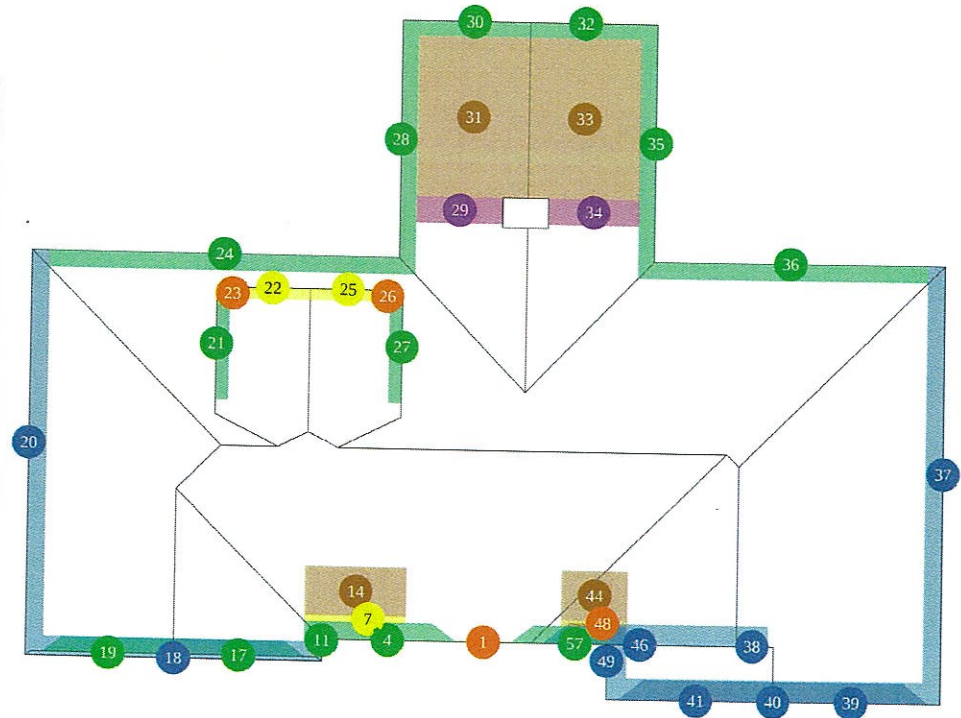


# Complete Measurements

709 Oak Terrace, Norcross, GA  
SOFFIT

### Soffit Summary

Depth	Type	Count	Total Length	Total Area
1" - 6"	eaves	15	13' 5"	4 ft <sup>2</sup>
6" - 12"	rakes	12	18' 9"	17 ft <sup>2</sup>
	eaves	2	1' 5"	1 ft <sup>2</sup>
12" - 18"	rakes	4	47' 9"	59 ft <sup>2</sup>
	eaves	9	136' 8"	187 ft <sup>2</sup>
18" - 24"	rakes	4	52' 6"	83 ft <sup>2</sup>
	eaves	5	126' 6"	204 ft <sup>2</sup>
24" - 48"	rakes	2	17' 7"	39 ft <sup>2</sup>
> 48"	eaves	4	40' 2"	362 ft <sup>2</sup>
<b>Totals</b>			<b>454' 8"</b>	<b>958 ft<sup>2</sup></b>



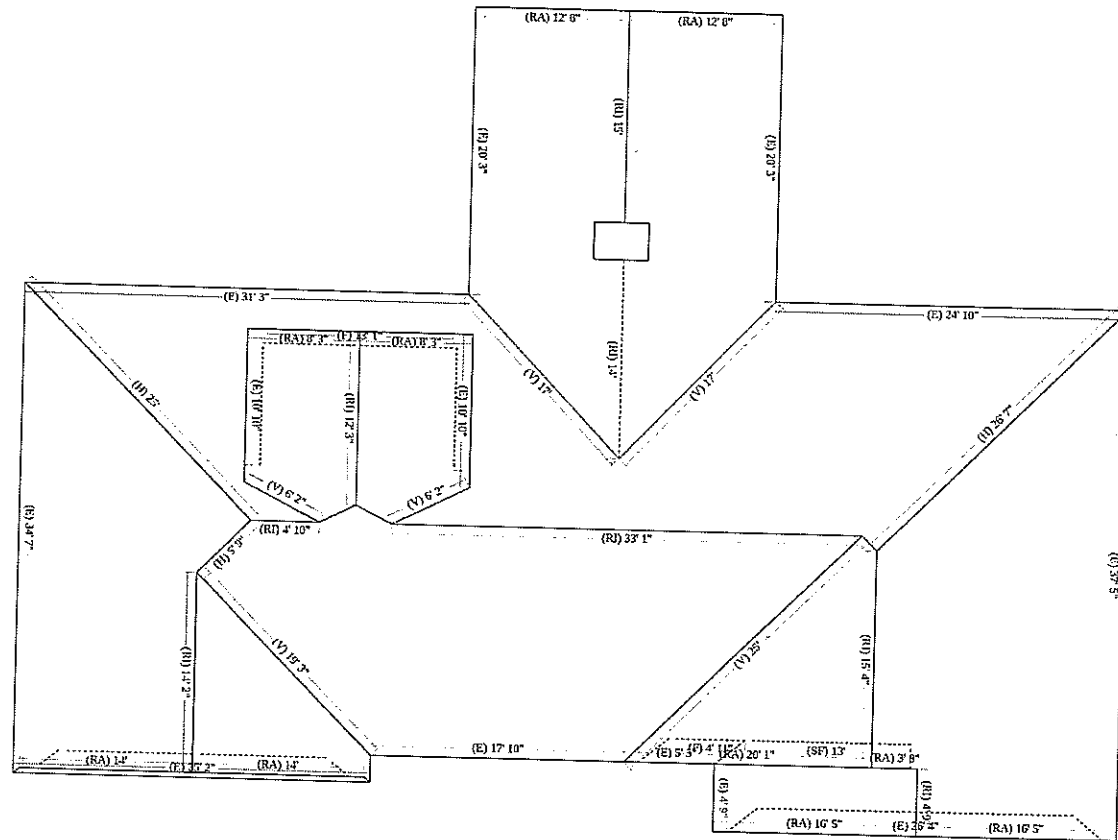


# Complete Measurements

# 709 Oak Terrace, Norcross, GA ROOF MEASUREMENTS

Roof	Length
Ridges (RI)	113' 4"
Hips (H)	66'
Valleys (V)	93' 8"
Rakes (RA)	126' 6"
Eaves (E)	271' 7"
Flashing (F)*	65' 3"
Step Flashing (SF)*	42' 4"
Transition Line (TL)	-

\*Please view the 3D model for more detail (e.g. flashing, step flashing and some other roof lines may be difficult to see on the PDF)



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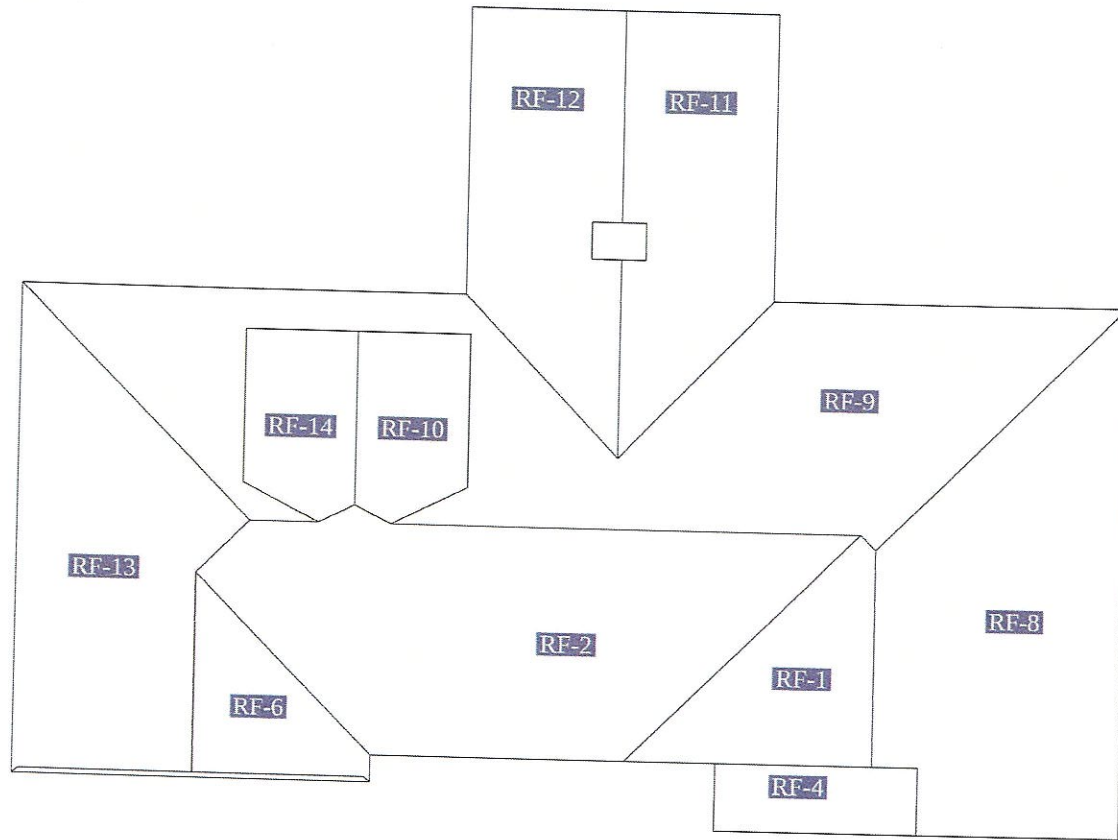


# Complete Measurements

## 709 Oak Terrace, Norcross, GA ROOF FACETS

### Roof Facets

Facet	Area	Pitch
RF-1	174 ft <sup>2</sup>	7/12
RF-2	633 ft <sup>2</sup>	7/12
RF-3	11 ft <sup>2</sup>	9/12
RF-4	102 ft <sup>2</sup>	7/12
RF-5	51 ft <sup>2</sup>	9/12
RF-6	114 ft <sup>2</sup>	7/12
RF-7	44 ft <sup>2</sup>	9/12
RF-8	560 ft <sup>2</sup>	7/12
RF-9	830 ft <sup>2</sup>	7/12
RF-10	102 ft <sup>2</sup>	4/12
RF-11	323 ft <sup>2</sup>	7/12
RF-12	322 ft <sup>2</sup>	7/12
RF-13	423 ft <sup>2</sup>	7/12
RF-14	102 ft <sup>2</sup>	4/12

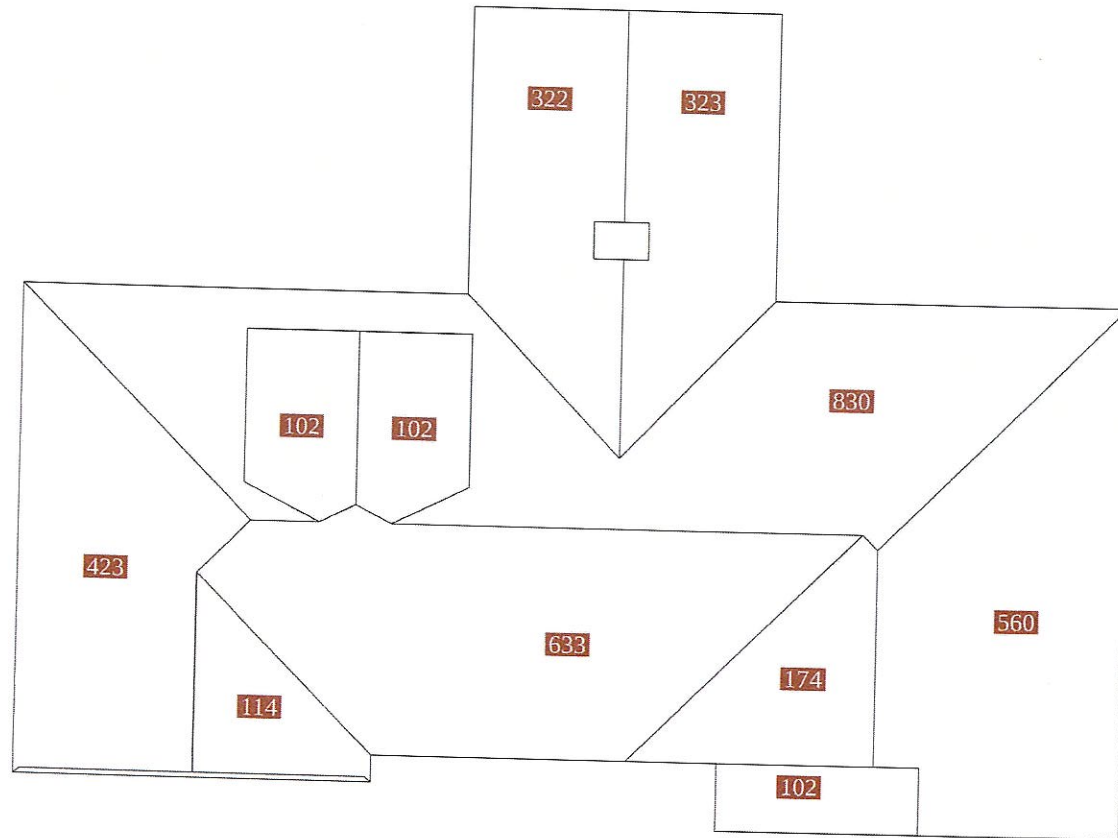




# Complete Measurements

## 709 Oak Terrace, Norcross, GA ROOF AREA

Roof	Facets	Total
Total	14	3791 ft <sup>2</sup>





# Complete Measurements

## 709 Oak Terrace, Norcross, GA ROOF PITCH

Roof Pitch	Area	Percentage
7 / 12	3481 ft <sup>2</sup>	91.82%
4 / 12	204 ft <sup>2</sup>	5.38%
9 / 12	106 ft <sup>2</sup>	2.8%

