

# City of Norcross

65 Lawrenceville Street  
Norcross, GA 30071



## Meeting Minutes

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**

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

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

**B. Approval of Previous Meetings Minutes**

Architectural Review Board - Aug 19, 2025, 6:00 PM

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

**C. Unfinished Business**

**D. New Business**

**1. 25-7436: COA2025-028 5592 Shawnee Trail**

<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

**2. 25-7437: COA025-035 467 Lawrenceville Street**

Motion

A motion to approve application COA2025-035 for the construction of a new house at 467 Lawrenceville Street, with 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.

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

3. **25-7438: COA2025-036 5891 Lanier Boulevard**

Motion

A motion to approve application COA2025-036 for the construction of a Front Porch at 5891 Lanier Boulevard, with 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.

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

4. **25-7439: COA2025-039 232 Lawrenceville Street**

Motion

A motion to approve application COA2025-039 for a new addition at 232 Lawrenceville Street, with 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.

<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

5. **25-7441: COA2025-042 3405 Willow Oak Drive**

Motion

A motion to approve application COA2025-042 for a Screened-in Porch 3405 Willow Oak Drive, with 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.

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

**6. 25-7440: COA2025-041 709 Oak Terrace**

Motion

A motion to approve COA2025-041 for a Façade Change at 709 Oak Terrace, with 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.

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

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

**F. Adjourn**

Jeff Hopper motioned to adjourn the meeting at 6:45 pm, seconded by Hugh Cooper. The vote was unanimous, 5-0.

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

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