

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Tuesday, October 28, 2025

6:30 PM

2nd Floor Conference Room

Norcross Public Arts Commission

Chair Elizabeth Simpson

Board Member Nicole Morgan

Board Member Robert Forro

Board Member Jacques Murphy

Board Member Michael MacManus

A. Call to Order by Chair Elizabeth Simpson (Roll Call)

Please silence cell phones and electronic devices.

B. Approval of Minutes:

[Norcross Public Arts Commission - Regular Meeting - September 24, 2025](#)

C. Citizen Input:**D. Treasurer's Report:**

Presented by Treasurer, Board Member Jacques Murphy

E. Board Updates:

- * Welcoming New Board Member Samantha Spitzner
- * Open Board Seat Status
- * ArtSplash recap – round robin

F. Council Updates:

- * Approved Norcross Elem School Mural – budget considerations
- * Greetings from Norcross Mural – ribbon cutting 10/30 @ noon

G. New Agenda Items:**1. 2025-295: Porchfest 2025**

Kristen Corley, representing the Norcross Porchfest planning team, will present plans for the inaugural Norcross Porchfest, scheduled for Saturday, May 2, 2026, and will explore how NPAC might support the event in helping to establish it as a signature community tradition for Norcross.

Attachments:

1. Porchfest Overview
2. Norcross Porchfest Proposed Boundaries (Sep 2025)

H. Returning Agenda Items:**1. 25-7251: Norcross Forever Stamp Program**

- Artist Agreement for HS art - Status
- IGA – Status plus inventory of approved boxes
- Wrap design considerations using black background – samples provided
- Price quote update requested from A1 Printing

Attachments:

1. Draft Artwork Submission Release_VinylWraps_HS
2. BlackBkgrnd_evenedUp_SidesAB
3. BlackBkgrnd_evenedUp_SidesCD

2. 25-7369: White Squirrels of Norcross Fundraiser
Discussion: White Squirrels of Norcross Fundraising Components

- Resin Acorn Sales
 - Price has been lowered to \$200 — need to increase promotion and visibility.
 - Consider offering a free acorn with the purchase of a resin squirrel —follow up with interested parties via email.

- Acorn Decorating Contest & Exhibit (in partnership with NG&S)
 - Entry Fee: \$30
 - Participation: Open to businesses (Mary Dowdy coordinating).
 - Format: Discuss whether to host an auction or charge an additional \$10–\$20 for participants to keep their own acorn.
 - Timeline:
 - Pick up blank acorns at NG&S: October 30 – November 1
 - Drop off decorated acorns at NG&S: by November 15
 - Exhibit Details:
 - Possible exhibit location: The Rectory
 - Determine whether Social Media can be used to post and vote for favorites.

Attachments:

1. Acorn_Students

3. 25-7405: NPAC By-Laws
Discussion of the draft bylaws. Following review, the board will vote on approval of the draft bylaws and forward them for inclusion on an upcoming Policy Work Session agenda for the Mayor and Council's consideration.

Attachments:

1. NPAC Final Draft #2 By Laws - 10-22-25

I. Additional Input/Discussion Not Otherwise Addressed By This Agenda:

J. Adjourn

K. Signed By: _____ **Elizabeth Simpson, Chair**

L. Attested By: _____ **Shayla Alexis, Deputy City Clerk**

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Tuesday, September 23, 2025

6:30 PM

2nd Floor Conference Room

Norcross Public Arts Commission

Chair Elizabeth Simpson

Board Member Nicole Morgan

Board Member Jacques Murphy

Board Member Robert Forro

Board Member Michael MacManus

A. Call to Order

Attendee Name	Title	Status	Arrived
Elizabeth Simpson	Chair	Present	
Nicole Morgan	Board Member	Present	
Jacques Murphy	Board Member	Present	
Robert Forro	Board Member	Present	
Michael MacManus	Board Member	Present	

The NPAC meeting was called to order at 6:30 PM by Chair Elizabeth Simpson

B. Citizen Input

- Samantha Spitzner, board candidate, attended.
- Laura, art teacher from Norcross High School invited by Board Member Robert to attend and address the Board.

C. Approval of Previous Meeting Minutes

Norcross Public Arts Commission – Regular Meeting - Jul 29, 2025 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jacques Murphy, Board Member
SECONDER:	Michael MacManus, Board Member
AYES:	Simpson, Morgan, Murphy, Forro, MacManus

Norcross Public Arts Commission - Special Called Meeting - Sep 19, 2025 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jacques Murphy, Board Member
SECONDER:	Michael MacManus, Board Member
AYES:	Simpson, Morgan, Murphy, Forro, MacManus

D. Treasurer's Report

- Presented by Board Member Murphy (Treasurer).
- We've received \$5k of the Gwinnett grant. We'll receive another \$5k at the end of the project.

E. Board Updates

- * Norcross Forever Stamp Program - Norcross High School Art choices – review
- * Laura from NHS presented to the Board. HS students were given broad instructions and required high contrast art.
 - Conversation about Norcross HS defined.
 - Who decides about the cropping of the artwork?
 - Robert asked about students learning to use social media to promote their art.
 - Robert asked for students to join the NPAC art registry.
 - Mention about potential internship for a student to complete NPAC social media.
 - Recognition to show work
 - QR Codes
- * Open Board Seat Status
 - Discussed in Executive Sesion
- * 3 White Squirrels on order from Cherrylion Studios (see poses)
 - Review of draft models.

F. Council Updates

- * Greetings from Norcross sign
 - City Council accepted our recommendation without additional discussion. Expected vote at the 10/6/2025 City Council meeting.
 - Potential installment by October 10, 2025
- * Norcross Elementary Mural
 - NPAC is a sponsor in name only. City Council accepted recommendation for a \$2,000 donation. City Council will vote 10/6/2025.
- * Metal Sculpture Refurbishment
 - Well completed
 - Need retention pond maintained, weeded.

G. Returning Agenda Items

1. 25-7251: Norcross Forever Stamp Program

- Need to complete the intergovernmental agreement. It is in progress.
- Liz contacted Explore Gwinnett for deadline extension until mid-November.
- Need an Artist agreement for high school art.
 - Could we use a draft from Accent Creative
- Waffle House art project.
 - Working with corporate to complete.
- 6 boxes at 100% and 7 boxes at 50% completion
- Do we have access to CCTV boxes too?

RESULT:	DISCUSSED
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2. 25-7369: White Squirrels of Norcross Fundraiser Ideas

- What are our ideas for NPAC fundraising?
- We need a compelling ask to the public
- Gather supporters with interest in supporting NPAC

RESULT:	DISCUSSED
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3. 25-7429: Art Splash 2025

- Need to have volunteers for our booth.
- Engage the public by asking for recommendations for naming the squirrels.

RESULT:	DISCUSSED
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4. 25-7405: NPAC By-Laws

- Review the by-laws.
- Once NPAC reviews, the document will be reviewed by the City attorney, if approved, then to the City Council for approval

RESULT:	DISCUSSED
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H. New Agenda Items

I. Additional Input/Discussion Not Otherwise Addressed by this Agenda

- The City completes the financial report in May. NPAC should prepare to present to City Council to make NPAC's request.

J. Adjourn to Executive Session for Personnel

The meeting adjourned to Executive Session for Personnel at 8:25 PM with a motion to adjourn made by Jacques, seconded by Mike.

K. Signed By: _____ **Elizabeth Simpson, Chair**

L. Attested By: _____ **Shayla Alexis, Deputy City Clerk**

NORCROSS PORCHFEST

Prepared for Norcross Council Policy Work Session: Oct. 20, 2025

NORCROSS PORCHFEST 2026

Proposed date: Saturday, May 2, 2026

Music window: 12PM to 7PM (sound checks 11AM to noon)

Footprint: Historic Norcross core within a half mile of Thrasher Park, clustered porches to reduce sound bleed and travel

Scale: Up to 15 host porches, 20 to 30 performers

Audience: 1,500 to 2,500 attendees with peak density mid afternoon

REQUEST

- Temporary waiver of the Norcross City noise ordinance to permit amplified music at designated porches from 11AM to 7PM. within the approved footprint
- City partnership on policing, public works, sanitation, and traffic plans
- Fallback date (weather cancellation) of Sunday, May 3, 2026

BENEFITS

Economic impact

- Projected attendance: 1,500 to 2,500 people estimated
- Average spend per attendee: \$20-\$25 downtown (food, beverage, retail)
- Direct revenue: About \$30,000 local business spend
- Additional lift from regional visitors, first-time exposure, and media placement

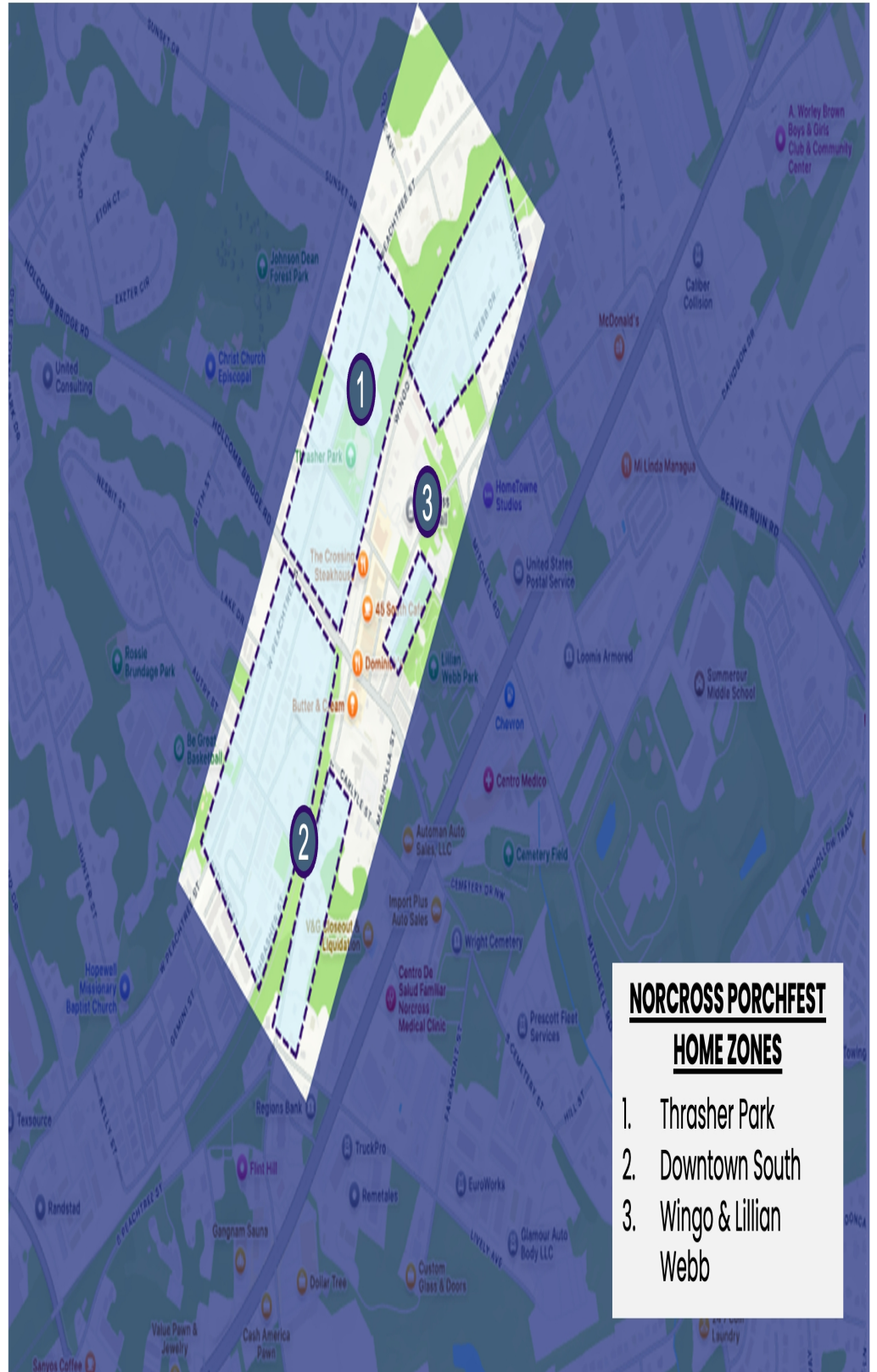
Placemaking and Community value

- Highlight walkability: A clear porch-to-park route links Sunset Drive to beyond West Peachtree, encouraging people to explore Historic Downtown on foot.
- Create shared street life: Porches and front yards open up, giving neighbors natural points to pause and connect as they move through town.
- Showcase local character: Music framed by historic homes and trees draws attention to the unique look and feel of Norcross.
- Unify key areas: Continuous foot traffic ties homes, parks, and businesses together, revealing the town as one connected place.
- Foster community ownership: Residents participate as hosts and helpers, strengthening pride and shared responsibility for public spaces.

PLANNING COMPLETED

- Core organizing team formed formed with leads for Music/Artists, Logistics, Sponsorships
- Volunteer kickoff hosted in August at Cultivation Brewing (25+ attendees)
- Policies drafted for hosts, artists, sound, safety, and weather
- Draft footprint, porch clusters, schedule templates, and load-in/out guides
- Initial alignment with City and pending Police alignment
- Sponsorship prospectus drafted; digital forms live for hosts, artists, and volunteers
- Sponsors steadily flowing, primarily resident sponsors

Norcross Porchfest Proposed Festival Boundaries





ARTWORK SUBMISSION RELEASE FORM

Commented [ES1]: Remove NG&S from heading

By signing below, I hereby grant permission to the City of Norcross (“City”) and its representatives and ~~agents and Kudzu Art Zone, Inc. d/b/a Norcross Gallery and Studios (“NGS”) and its representatives and~~ agents, the right to display and reproduce my artwork (“Art”) as more fully described on the attached Exhibit A, “Exhibition Form” on utility box wraps and for other public art purposes in the City. I understand, acknowledge, and agree to the following terms and conditions:

1. I am the creator of the Art submitted, and it is an original work of art that does not infringe upon the intellectual property rights of any third party.
2. I represent and warrant that the Art is original artwork created by me; the Art does not violate any existing copyright or other third-party right and does not contain material of an unlawful nature; the Art is free of any liens, security interests, encumbrances, licenses, or claims, pending or threatened; that I am not subject to any agreement, judgment, or order inconsistent with the terms set forth herein and that I have full authority to sign this Release.
3. I agree to hold the City harmless from any claims that my Art infringes on the rights of others, ~~indemnify the City and NGS against any claims brought against the City or NGS alleging that the Art infringes the intellectual property rights of any third parties.~~
4. I grant the City the non-exclusive right to display, reproduce, and distribute my Art in any format or medium, including but not limited to print, digital, and promotional materials.
5. I understand that my Art may be resized, cropped, altered, formatted, reformatted, enhanced, or otherwise modified as necessary to fit the dimensions of the utility box, meet other technical requirements for display purposes, or for any other purposes.
6. I understand that my Art may be reused for vinyl wraps on utility boxes, on other infrastructure, and for other public art purposes.

7. I retain the copyright to my Art and reserve the right to use it for personal promotion, portfolio, or other non-commercial purposes.
8. I release the City and its representatives from any liability arising from the display, reproduction, or distribution of my Art in connection with ~~the annual photography contest~~, the City's utility box wrap project, or in connection with any other public art purpose.
9. I certify that I am 18 years of age or older, or I have obtained consent from my parents or legal guardian to participate in the ~~contest~~ Norcross Public Arts projects and to grant the rights specified in this Release.
10. I hereby, for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages I may have against ~~NGS~~ the city of Norcross, its representatives, successors, and assigns for any and all injuries suffered by me, whether personal injury or damage to personal property, including but not limited to my Art or other artwork incurred in connection with any activity sponsored by ~~NGS~~ the City.
11. ~~NGS~~ The City reserves the right to photograph and videotape all its activities, events, camps, classes, programs and facilities for promotional purposes.
12. The City will take reasonable precautions to protect the Art; however, I understand that the City is not responsible for loss or damage to the Art due to fire, theft, vandalism, or other causes beyond its reasonable control. I assume full responsibility for any loss or damage to my Art due to fire, theft, spoilage, criminal activity, negligence, or any other reason during the time my Art is in the possession of NGS the City.
- ~~13. I understand NGS reserves the right to refuse any artwork based on NGS' exhibiting guidelines, which can be reviewed at _____.~~
- ~~14. I represent that I have met all NGS exhibiting and other guidelines.~~
- ~~15. I understand that all artwork must be picked up at the end of the show. I understand that if the artwork is left more than sixty (60) days after the show, the artwork becomes the property of NGS, and I abandon all rights to the artwork.~~

16.13. I understand that my submission may be subject to public scrutiny and critique, and I agree to accept any feedback or criticism in a respectful manner.

[Signatures on Following Page]

ARTIST

Name

Date

Signature

If under 18 years of age:

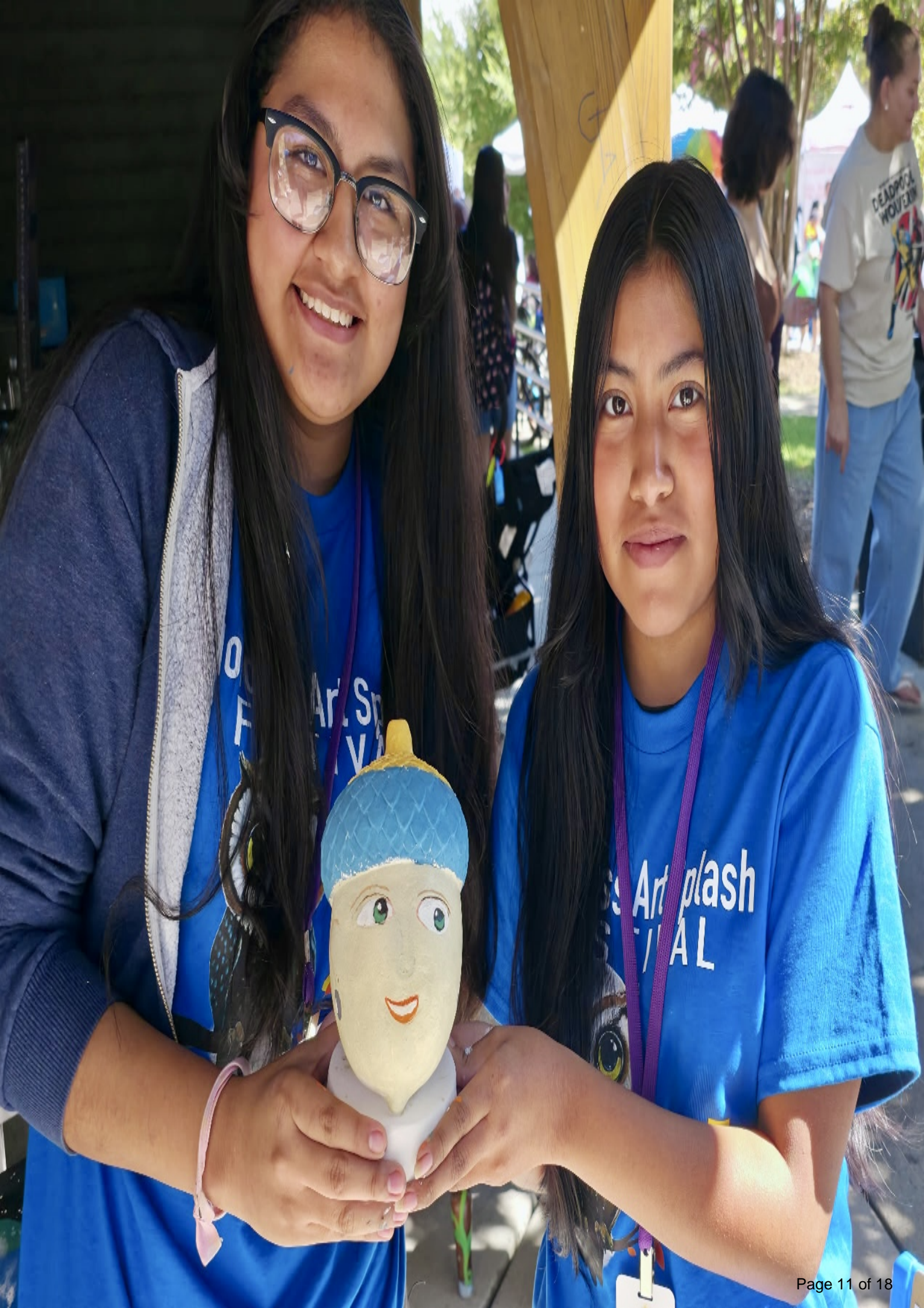
Parent/Legal Guardian Name

Date

Parent/Legal Guardian Signature







OF Art Splash

Art Splash
FESTIVAL

BYLAWS OF THE NORCROSS PUBLIC ARTS COMMISSION

In accordance with Ordinance Sec 3.11. Boards and Commissions and Authorities res. of 4-1-2024 of the City of Norcross, Georgia, the following Bylaws are adopted by the Norcross Public Arts Commission (the “Commission”):

ARTICLE 1. - NAME

The name of the Commission shall be the “Norcross Public Arts Commission (NPAC).”

ARTICLE 2. – PURPOSE, DUTIES AND RESPONSIBILITIES

Pursuant to City of Norcross Ordinance No. 08-2019, & II, 6-3-2019, the purpose, duties and responsibilities of the Commission shall be as follows:



- 1. To cultivate a growing, creative arts community and to promote the development of neighboring cultural resources;
- 2. To seek funding from public and private donations as well as available grants to promote growth and interest in public arts;
- 3. To review, develop and make recommendations to the mayor and council for the placement of all permanent art in public areas, including parks, buildings, streets and parking lots;
- 4. To review, develop and make recommendations to the mayor and council for public arts events in the city and;
- 5. To develop and maintain a “Master Arts Plan”, garner public comment and present for approval to the mayor and council, and;
- 6. To prepare and present a budget for its operation to the mayor and council 60 days prior to the beginning of each fiscal year.

ARTICLE 3. VOTING MEMBERS, MEMBERSHIP AND TERMS

- 1. All members of the commission shall be appointed by the mayor and council by resolution under the following terms.
- 2. The Commission shall consist of up to seven members, of which, a minimum of four members shall be citizens of the city.
- 3. Member terms shall be three years, commencing on December 1st.

4. Member Selection – New Member applicants will be invited for an in-person interview by the entire board in Executive Session. The Chair will gather feedback from the Members before submitting appointment recommendations to the Mayor and Council. If the Mayor and Council do not approve the new member, the resulting vacancy will be filled through the standard appointment process outlined in the Boards, Commissions and Authorities Manual, with the appointment to occur prior to December 1.
5. Members whose terms are set to expire and who wish to be considered for an additional term must notify the Commission by September 1 of the year that their term concludes and must complete the City of Norcross Reappointment Application by the deadline that is established by the City Clerk's office. The Chair will gather feedback from Members before submitting appointment recommendations to the Mayor and Council.
6. In the event of a premature member position vacancy, the Commission will recommend to the Mayor and Council a new succeeding Commission Member who will complete the departing Member's term. The resulting vacancy will be filled through the standard appointment process.
7. Commission Members may serve an unlimited number of terms, including consecutive terms, without restriction.
8. Member's Term – One term shall be defined as a full three-year period of service, unless a member is appointed to complete an unexpired term.
9. Commission may recommend the removal of a Commission Member to the Mayor and Council, with a two-thirds majority vote. The Mayor and City Council may then remove the Member from office by a vote of the majority of Members of the City Council. Refer to code section 3.11 (f) – Boards, Commissions, and Authorities and BCA Manual.
10. Member Absences – Attendance requirements for Members shall follow the policy outlined in the City of Norcross Boards, Commissions and Authorities (BCA) Manual. Specifically, if a Member is absent from three scheduled meetings during a twelve-month period, the Chair will review the absences with the Member and present a recommendation to the Mayor and Council as necessary. Only the Mayor and Council may remove a Member from office. The resulting vacancy will be filled through the standard appointment process.
11. Compensation - Norcross Boards and Commissions are compensated \$75 per meeting for up to twelve sessions annually.

Accepting compensation is optional. Checks will be mailed to the address provided on your application at the end of the year

12. Expense Reimbursement. A Commission member may only be reimbursed for expenses incurred on behalf of the Commission if the expense has been requested through the Staff Liaison and approved in advance. The Staff Liaison must obtain authorization from the budget holder and the City Clerk before any reimbursement is processed.

ARTICLE 4. OFFICERS

1. Election and Term: Officers shall be elected by a majority vote of the Commission. One Member shall be elected annually to serve as Chairperson of the Commission; elect one Member annually to serve as Vice-Chair, one Member to serve as Treasurer for a two-year term; and one Member to serve as Secretary for a two-year term. The Vice-Chair, Secretary and Treasurer may hold more than one office, not including the Office of Chair. Refer to Code sec 3.11 (i) Except as otherwise provided by City Charter or by law, each board, commission or authority of the city government shall elect one (1) of its members as chairman and one (1) member as vice chairman for terms of one (1) year, and may elect as its secretary an employee of the city. Officers may serve no more than two full, consecutive terms in the same officer position.
2. Officer terms begin December 1st the year of their election. In the event an officer, for any reason, is unable to complete their term, the Commission will elect a replacement Commission member to complete that officer's term.
3. Chairperson. The Chairperson shall lead all meetings of the Commission and shall also function as the chief executive officer of the Commission. He or she shall be the principal spokesperson of the Commission and have general and active management of the operation of the Commission. The Chairperson shall be responsible for the administration of the Commission and general and active management of the financial affairs of the Commission, and shall execute contracts in the name and on behalf of the Commission.
4. The Chairperson shall serve as an ex-officio member of all Commission Committees or may designate the Vice Chairperson to serve as the ex-officio member in their place.

5. The Chairperson will have sole signatory authority on all contracts, deeds and other instruments that the Commission is authorized to execute, unless otherwise provided by the Commission to also require the signature of the Treasurer or Secretary.
6. Vice Chairperson. The Vice Chairperson shall have all of the powers assigned to the Chairperson if the Chairperson is unavailable to discharge the duties customarily and usually held and performed by the Chairperson, and shall be ex-officio member of Commission Committees as assigned by the Chairperson.
7. Secretary. The Secretary shall issue agendas and minutes of all meetings of the Commission, have charge of the minutes books and document archives, and perform such other duties and have such other powers as may from time to time be delegated to him or her by the Chairperson or the Commission.
8. Treasurer. The Treasurer shall be charged with the management of the financial affairs of the Commission, shall have the power to recommend action concerning the Commission's affairs to the Commission, and shall perform such other duties and have such other powers as may from time to time be delegated to him or her by the Chairperson or the Commission. The Treasurer shall at all times, in conjunction with the Staff Liaison, maintain records evidencing the assets owned by the Commission and its receipts and disbursements, and shall present a report of the same at each meeting of the Commission.
9. Officer Removal. Any officer may be removed from their position as an officer at any time by a majority vote of the Commission, and such vacancy may be filled by the Commission.
10. Officer Absences. Any officer who misses two (2) consecutive monthly meetings will be automatically removed from their position as an officer, and such vacancy may be filled by the Commission.

ARTICLE 5 MEETINGS

1. Regular Meetings. Unless notified otherwise, regular meetings of the Commission shall be held on the fourth (4th) Tuesday of each month at 6:30 p.m., or at such other time and place as determined by the Chairperson, provided that any changes are properly noticed in accordance with applicable law and City policy

2. Special Meetings: Special meetings of the Commission may be called at any time by the Chairperson. In addition to the foregoing, the Chairperson shall call a special meeting at the written request of two (2) or more Members of the Commission. All special meetings must be held in accordance with the notice and agenda requirements of the Georgia Open Meetings Act. At least 24 hours' notice to the public is required for a special called meeting.
3. Quorum: A majority of Commission Members appointed to office shall constitute a quorum for the transaction of business at any meeting of the Commission.
4. Rules of Order. The Commission will conduct its meetings using Roberts Rules of Order parliamentary procedures

ARTICLE 6 ADVISORS TO THE COMMISSION

1. The Commission may from time to time appoint individuals to serve as Advisory Members to provide the Commission with professional advice and strategic thinking in the Public Arts arena. Advisory Members should have distinctive knowledge on different aspects of Public Arts that are of use to the Commission, such as fund raising, planning, trends, artists, and techniques. Advisory Members will not vote on Commission issues nor are they required to attend meetings.

ARTICLE 7 CONFLICT OF INTEREST

1. Conflicts of Interest. Officers and members shall comply with the Norcross Code of Ord. Article VIII, and the Code of Ethics (Sec. 2 – 300 through 309).
2. **NPAC Members, associates and Advisors shall manage conflict of interest to alleviate competing interests to prevent any actual or perceived impropriety or undue influence in selecting art, artists, concepts, designs, installations, etc.**
3. Members are prohibited from serving as original or contributing artists on public art projects, in order to avoid any actual or perceived conflict of interest. Members may assist with the installation of public art projects in a volunteer capacity, but shall not serve as the work's designer or original creator.
4. **Members shall not use their position on the Commission to consistently promote or advocate for work of a particular artist, vendor or concept. This provision does not limit the Commission's**

authority to utilize official partnerships City approved vendors or partner organizations through approved City channels (Examples: schools, galleries, City marketing firm, etc.)

ARTICLE 8 MISCELLANEOUS PROVISIONS

1. Conflict of Laws. In the event that anything contained herein conflicts with the City Charter, any ordinance or policy of the City of Norcross, or any law of the State of Georgia, the Charter, ordinance, policy, or state law shall control.
2. Legal Counsel. The City Attorney or his or her designated representative shall be the Legal Counsel for the Commission and its committees.
3. All official communication for the Commission shall be conducted through the staff liaison.
4. Amendment. These Bylaws may be amended by the affirmative vote of a majority of the members of the Commission appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. Any amendment adopted by the Commission shall be subject to approval by the Mayor and Council before taking effect.

 ADOPTION OF BYLAWS

These Bylaws of the Norcross Public Arts Commission were approved by the Commission on October 27, 2025, and shall be considered adopted and effective only upon approval by the Mayor and Council on the date of such approval.

Chairperson

Date

Secretary

Date

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this _____ day of _____, 2025



Craig Newton, Mayor

ATTEST:

Monique Philip, City Clerk

