

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, November 3, 2025

6:30 PM

Council Chambers

Regular Council Meeting

Mayor Craig Newton

Mayor Pro Tem Marshall Cheek

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Bruce Gaynor

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/165/media>

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Invocation by Councilmember Hixson**C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)****E. Presentation of Previous Meeting Minutes for Acceptance**

Mayor and Council — Regular Council Meeting — October 6, 2025, 6:30 PM

Mayor and Council — Special Called Meeting — October 20, 2025, 5:30 PM

Mayor and Council — Policy Work Session — October 20, 2025, 6:30 PM

F. Set Agenda As Presented for Scheduled Meeting

Acceptance of the Agenda and Approval of the Consent Agenda.

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**H. Floor Open to Citizens Desiring to Address the Governing Authority****A. Comments by Citizens****B. Comments by Council****C. Comments by City Manager****I. Public Hearings****1. 25-7434: REZ2025-003 Creation of a new 21-lot single family detached Planned Residential Development (PRD) with 21 cottage style homes**

Consider a recommendation of approval from the Planning and Zoning Board by a vote of 4-0 on the zoning component of REZ2025-003, the adoption of zoning standards under the existing Planned Residence District (PRD) for the property located at 636 West Peachtree Street, 646 West Peachtree Street, 656 West Peachtree Street, 658 West Peachtree Street, and parcel 6253 288.

This approval will also require the granting of a concurrent variance to allow the development to exceed the threshold for Medium Density Residential for the Hopewell Woods Character Area, which is defined in the Norcross Comprehensive Plan as being “up to and including 12 units per acre.”

Staff recommends approval of the application and the attached ordinance with the 14 listed conditions.

Attachments:

1. Agenda Report - REZ2025-003 Creation of a new 21-lot single family detached Planned Residential Development (PRD) with 21 cottage style homes
2. Draft Ordinance
3. P&Z Staff Report Package
4. Rezoning Application

J. Reports of the Mayor and Councilmembers

a. General Announcements

NOVEMBER CALENDAR OF EVENTS

First Friday Concert: Pangaea

Friday, November 7 | 7:00 - 9:00 p.m. | Cultural Arts & Community Center

Movie Monday: Saving Private Ryan

Monday, November 10 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Veterans Day Observance

Tuesday, November 11 | Sanitation & Recycling Will Not Be Affected

Veterans Day Ceremony

Tuesday, November 11 | 10:00 a.m. | Veterans Park

Coffee With Council

Saturday, November 15 | 8:00 a.m. | 45 South Café

Historic Norcross Holiday Open House

Saturday, November 15 | 11:00 a.m. - 7:00 p.m. | Downtown Norcross

HoliDAYS In Norcross Lineup

Saturday, November 15 - December 19 | Lineup At norcrossga.net/holidaylineup

Policy Work Session

Monday, November 17 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Holiday Quilt Exhibit

Monday, November 24 - December 30 | 8:00 a.m.- 5:00 p.m. | Welcome Center

Movie Monday: Rudy

Monday, November 24 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Thanksgiving Observance

Thursday, November 27 - November 28 | Sanitation & Recycling Will Be Delayed

K. Board Appointments

The Mayor and Council will consider appointments and reappointments to the following Boards, Commissions, or Authorities:

1. 2025-305:

Discovery Garden Park Board

One applicant satisfied the requirements to be considered for appointment to the Discovery Garden Park Board, which has one (1) vacancy.

L. Consent Agenda

1. 2025-276:

Request for Noise Ordinance Waiver for Norcross Porchfest

Approve a temporary waiver of the Norcross City Noise Ordinance to permit amplified music at designated porches from 11AM to 7PM within the approved footprint on Saturday, May 2, 2026.

Attachments:

1. Agenda Report - Request for Noise Ordinance Waiver for Norcross Porchfest
2. Porchfest Overview
3. Georgia Porchfests – Economic and Attendance Overview
4. Norcross Porchfest Proposed Boundaries
5. Waiver of Noise Ordinance for Porchfest 2025

2. 2025-279:

Authorization for FYE2025 Budget Amendments

Authorization for Finance Director to complete all necessary budget amendments set forth in agenda item to maintain FY25 adopted appropriation

Attachments:

1. Agenda Report - Authorization for FYE2025 Budget Amendments
2. Budget Amendment Item 2025-279

- 3. 2025-278: Accept and Appropriate Donation – NPAC White Squirrel Project**
To accept and appropriate a \$1,500.00 donation received from Norcross Gallery & Studios for the NPAC White Squirrel Project.
Attachments:
 1. Agenda Report - Accept and Appropriate Donation – NPAC White Squirrel Project
 2. Budget Amendment Item 2025-278
- 4. 2025-280: Employee Handbook Revision 2025**
Approve the revisions of the 2025 Employee Handbook to reflect changes to existing policies and ensure compliance with current employment laws and regulations.
Attachments:
 1. Agenda Report - Employee Handbook Revision 2025
 2. Employee Handbook Revision
- 5. 2025-288: Retiree Medicare Health Plan Renewal Changes**
Approve changing the retiree Medicare Supplement insurance plan through Hartford to a Humana Medicare Advantage Plan.
Attachments:
 1. Agenda Report - Retiree Medicare Health Plan Renewal Changes
 2. Retiree Renewal Presentation
 3. Hartford AGP-3761 GRIP Benefit Chart
 4. 2026 Humana LPPO for Standard Plan
- 6. 2025-282: Certified Local Government Program**
Authorize Mayor to sign a Request for Certification Letter as part of the City of Norcross' application to become a Certified Local Government with the Georgia Department of Community Affairs.
Attachments:
 1. Agenda Report - Certified Local Government Program
 2. CLG Manual
 3. Draft Letter from Elected Official
 4. Informational Flyer
- 7. 2025-277: Updated Intergovernmental Agreement for Norcross City Center East TAD**
Approve a modification of the April 1, 2016 Tax Allocation District (TAD) Intergovernmental Agreement (IGA) between the City of Norcross and Gwinnett County to extend the IGA through December 31, 2032.
Attachments:
 1. Agenda Report - Updated Intergovernmental Agreement for Norcross City Center East TAD
 2. TAD IGA between CON and Gwinnett County, effective April 1, 2016
 3. Proposed Modifications to the IGA

8. 2025-285:**Custodial Contract Amendment**

Approve the price increase and contract amendment with Good Success to cover the enhanced cleaning frequencies and upgraded service needs required to keep City facilities properly maintained.

Attachments:

1. Agenda Report - Custodial Contract Amendment
2. Summary of Changes
3. Contract Amendment

9. 2025-284:**Amendments to Hotels/Motels Ordinance as it pertains to Short Term Rentals within the City**

Approve the amendment to Sections 8-500 through 8-523 of Chapter 8, Article XII, entitled "Hotels/Motels" of the Code of Ordinances as provided in the attached ordinance.

Attachments:

1. Agenda Report - Amendments to Hotels/Motels Ordinance as it pertains to Short Term Rentals within the City
2. Short-Term Rental Redlines
3. Execution Copy Short-Term Rental

M. Items for Discussion**N. Adjourn in memory of****O. Adjourn to Executive Session for Legal, Personnel, and Real Estate**

P. Signed by _____ Mayor Craig Newton

Q. Attest _____ Monique Philip, City Clerk



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7434

Title: REZ2025-003 Creation of a new 21-lot single family detached Planned Residential Development (PRD) with 21 cottage style homes

CC: Eric Johnson, City Manager

Recommendation

Consider a recommendation of approval from the Planning and Zoning Board by a vote of 4-0 on the zoning component of REZ2025-003, the adoption of zoning standards under the existing Planned Residence District (PRD) for the property located at 636 West Peachtree Street, 646 West Peachtree Street, 656 West Peachtree Street, 658 West Peachtree Street, and parcel 6253 288.

This approval will also require the granting of a concurrent variance to allow the development to exceed the threshold for Medium Density Residential for the Hopewell Woods Character Area, which is defined in the Norcross Comprehensive Plan as being “up to and including 12 units per acre.”

Staff recommends approval of the application and the attached ordinance with the following 14 conditions:

1. The PRD zoning designation shall be restricted to a single-family development up to a maximum of 21 units;
2. The property shall be developed in general conformance with the site plan dated receipt 05/16/2025;
3. To address the potential sidewalk and landscape strip requirement challenges, applicant to contribute a fee-in-lieu toward a sidewalk improvement fund;
4. All common areas, including but not limited to storm water systems, shall be maintained by the HOA;
5. It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may require modifications to the site for oversized vehicles such as fire and garbage trucks and minor adjustments to the site concept plan shall be approved by the Community Development Director in response to Gwinnett County comments is allowed;
6. Subject to Gwinnett County Water and Sewer comments and recommendations;
7. Plant material use on site in landscape strips and buffers are subject to review and approval of the City Arborist and Community Development & Planning Director. Impacts of plant

materials on paved areas in the public right-of-way are subject to approval of the City Engineer;

8. Location of stormwater detention is subject to the approval of the City Engineer;
9. All utilities shall be buried;
10. The development shall comply with the Architectural Review Board's conditions of approval. These conditions allow homeowners to choose from one of two base colors and one of four siding accent colors. Any changes to previously approved plans shall be subject to the formal advertising and review process of the Architectural Review Board.
11. 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 (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;
12. This approval shall be contingent on the establishment of covenants, conditions, and restrictions by the HOA that: a) prohibit any person or entity from owning more than one unit in the community; and b) only permit 15 percent of the units in the community to be occupied by renter households.
13. Any off-street parking spaces on an adjacent property that the applicant intends to apply towards the required number of parking spaces must be reserved for use by residents and guest at all times via a formal agreement with the owner of the adjacent property.
14. In order to use any adjacent property as a construction staging area, a formal agreement must be obtained from the owner of the adjacent property.

Background

The subject parcels, formerly owned by the City of Norcross, were zoned Planned Residence District as part of the creation of the Unified Development Ordinance in 2019. The applicant responded to the city's Request for Proposal (RFP #ED 24-08) to develop the property. The applicant was selected as the winning bidder by the City of Norcross and subsequently closed on the acquisition of the property from the City in November 2024.

The applicant seeks site plan approval for a 21-unit cottage-style single-family development on a 1.67-acre Planned Residence District (PRD) site, comprised of five assembled parcels. The net density is 12.57 units per acre, which rounds up to 13 units per acre. As a note, the City's RFP document stated that the site was 1.73 acres in size – this was an estimate based on GIS data and was not calculated from a boundary survey. The 21-unit concept plan was based on this lot size, which would have resulted in a net density of 12.14 units per acre, which rounds down to 12 units per acre. The site is located within the Hopewell Woods character area, which envisions a maximum residential density of 12 units per acre.

The development features perimeter setbacks of 25 feet adjacent to West Peachtree Street, 15 feet adjacent to the eastern and western property lines, and 20 feet at the northern rear boundary. The site plan includes 36 surface level parking spaces, 24-foot-wide drive aisles, and 5-foot-wide sidewalks throughout the community connecting residents to a mail kiosk and amenity area. A trash collection hub is located near the entrance off West Peachtree Street. Valet trash service will be provided daily, with staff collecting trash and bringing it to the designated trash collection hub. The HOA will manage trash collection and fees, with weekly pickups from at least 10 bins located at the hub.

The Gwinnett County Department of Water Resources is required by Georgia Environmental Protection Division to provide reasonable protection for water facilities. According to the requirements, a six (6') foot fence topped with barbed wire is necessary adjacent to the existing water facility. Additionally, landscaping restrictions apply to ensure the fencing remains accessible and visible. The existing sidewalk adjacent to West Peachtree Street is four (4') feet wide. The applicant has expressed concerns with having to reengineer stormwater drainage underneath those sidewalks to widen the proposed sidewalks to five (5') feet.

The 21 cottage-style homes will feature a mix of one-story (6 units) and two-story (15 units) designs, with a starting price range of \$215,767 to \$225,575. The homes will be a minimum of 624 square feet. The design of these proposed homes was the subject of an Architectural Review Board (ARB) review on July 15 and August 19, 2025 and was approved by the ARB at the August 19, 2025 meeting with 12 conditions – these are presented in the attached Staff Report.

The Design Guidelines provided by the City of Norcross as part of the RFP specified that proposals were required to provide two (2) spaces per unit. The applicant's Technical Proposal submitted on August 13, 2024, in response to the RFP stated that they proposed to provide two parking spaces per unit. However, the conceptual site plan submitted with the rezoning application only indicates 36 parking spaces for the 21 units (1.71 spaces/unit).

At the Planning & Zoning Board meeting on September 3, 2025, Applicant stated that they would attempt to provide two parking spaces per unit for the two-story units, but that the one-story units would not require two assigned units. Applicant added that their two completed developments only provide one on-site parking space per unit and that only 70 percent of the spaces are typically used.

At the September 15, 2025 Policy Work Session, Applicant stated that they were in conversation with Hopewell Missionary Baptist Church regarding the use of their small parking lot at the corner of West Peachtree and Hunter Streets, and that the church was amenable to allowing overflow parking for visitors to the development. Applicant further indicated that this parking lot could be used as a staging area during construction of the project. Applicant has not provided any record of a formal agreement with the church at this time.

Updates

This item was on the agenda for the October 6, 2025 Regular Council Meeting. During this meeting, four issues were raised. Staff has reviewed each of these issues and has provided responses below. These issues were presented and discussed at the October 15, 2025 Policy Work Session. Following this discussion, a change was made to recommended Condition #10 to clarify that homeowners are able to choose the color of their homes from an approved palette of paint and siding colors. These colors are shown in the attached Staff Report.

Issue #1: Parallel Parking on West Peachtree Street

It was suggested that the project should include parallel parking spaces along the site's West Peachtree Street frontage.

Staff response: Staff believes that locating parallel parking at this location would be problematic for several reasons. First, the proximity to Kelly Street and the private alley between Hunter and Kelly could create hazardous conditions – a traffic study and a review of stopping sight distances would be necessary to understand this. Second, additional ROW dedication would be required to accommodate on-street parking, which could likely impact setbacks and, potentially, compromise the overall layout of the community. Third, the land disturbance that would be required to accommodate parallel parking would necessitate significant costs to both the developer and the City related to sidewalks, catch basins, stormwater pipes and the regrading of the road.

Issue #2: Orientation of Homes

It was suggested that the four homes located along West Peachtree Street should have their front facades oriented towards West Peachtree Street, rather than facing internally.

Staff response: Staff endorses the applicant's design of the site based on the community design principles expressed in the applicants RFP response and subsequent submitted. Specifically, staff acknowledges that the courtyard orientation of the development emphasizes communal connections within the site, and that orienting homes outwardly towards West Peachtree Street would take away from the overall character of the project. The site would maintain a strong connection to the larger community via the proposed pedestrian connections from West Peachtree Street.

Issue #3: Orientation of Interior Parking Spaces

It was suggested that the parking spaces located at the back of the site could be difficult to access for the residents, and that additional parking could be provided at the adjacent church lot.

Staff response: This parking layout was reviewed by Community Development & Planning staff and was found to be consistent with the City's design standards for parking lots. The plan was also reviewed by the Gwinnett County Fire Department, which provided comments regarding accessibility for emergency vehicles. Recommended Condition #5 reflects this concern. However, it should be noted that this is still a preliminary design, and that the final engineered design that will be required to obtain a Land Disturbance Permit will undergo review by the City Engineer.

Regarding the potential loss of any parking spaces during the site design process, Staff has recommended adding Condition #13 to require a formal agreement with the church in order to apply of any of the church's parking spaces towards the parking count. Staff has also recommended adding Condition #14 to require a similar agreement for use of the adjacent parking lot as a construction staging area.

Issue #4: Potential Impact of Street Trees on the Sidewalk

It was suggested that the Proposed Tree Plan presented by the applicant could result in damage to sidewalks.

Staff response: The City Arborist reviewed and provided input on the Proposed Tree Plan as part of Staff review. Additionally, recommended Condition #7 states: "*Plant material use on site in landscape strips and buffers are subject to final approval of the City's Arborist*". The final Tree Plan that will be submitted as part of the LDP process will be reviewed further by the City Arborist – this could include requiring the use of root barriers to protect sidewalks and other public infrastructure. To address this issue, Staff has recommended amending Condition #7 to note the potential impacts to sidewalks.

Financial Impact

Residential property taxes will increase from the development of this property. Current scope of impact to City revenues are unknown at this time.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
4. Maintains a Vibrant Economy and Continue to Facilitate Job Growth
5. Ensures that Norcross Residents have a Variety of Attainable, Quality Housing Options

Attachments

1. Draft Ordinance
2. P&Z Staff Report Package
3. Rezoning Application

Next Steps

None



Mayor: Craig Newton • Mayor Pro Tem: Marshall Cheek • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • Councilmember: Bruce Gaynor • City Manager: Eric Johnson • City Clerk: Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: Stephanie Newton – Director of Cultural Arts & Tourism/Downtown Manager

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No. : 2025-276

Title: Request for Noise Ordinance Waiver for Norcross Porchfest

CC: Eric Johnson, City Manager

Recommendation

Approve a temporary waiver of the Norcross City Noise Ordinance to permit amplified music at designated porches from 11AM to 7PM within the approved footprint on Saturday, May 2, 2026.

Background

A group of community members, led by Kristen Corley in collaboration with Young Norcross and other residents, is organizing a Porchfest event scheduled for May 2, 2026.

Porchfest is a grassroots, community-based music festival where residents transform their front porches and yards into temporary stages for local musicians. Attendees stroll from house to house to enjoy a variety of informal, family-friendly performances, creating a walkable, intimate event that celebrates neighborhood connections and strengthens community spirit.

Porchfests have been successfully hosted in other Georgia communities such as Virginia-Highland, Oakhurst (Decatur), Athens, Senoia, Brunswick, and Suwanee, each contributing to a vibrant sense of local pride and engagement. The City of Norcross, with its charming historic neighborhoods and strong sense of community, is an ideal setting for such an event.

Kristen Corley and the Porchfest Planning Team are making strong progress in organizing the event, which is anticipated to become a beloved annual Norcross tradition. Members of City Staff are working with the organizing committee to ensure all operational and safety measures are in place, including coordination with Police, Public Works, and Sanitation departments, as well as compliance with relevant City ordinances and policies.

After review and consultation with the Chief of Police, Assistant City Manager, and the Director of Cultural Arts & Tourism/Downtown Manager, it was determined that the event complies with all City requirements except for the residential noise restrictions outlined in Article II, Section 26-20 of the City Code.

Accordingly, this request is presented to Mayor and Council for consideration of a temporary noise ordinance waiver to allow live music performances during the Porchfest event. Should Council approve the waiver, the next step will be for the Porchfest Planning Team to notify all residences within 300 feet of the event footprint, in accordance with the City's notification requirements.

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

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
3. Maintains a Vibrant Economy and Continue to Facilitate Job Growth

Attachments

- Porchfest Overview
- Georgia Porchfests – Economic and Attendance Overview
- Norcross Porchfest Proposed Boundaries



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
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AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 2025-279

Title: Authorization for FYE2025 budget amendments

CC: Eric Johnson, City Manager

Recommendation Authorization for Finance Director to complete all necessary budget amendments set forth in agenda item to maintain FY25 adopted appropriation.

Background On August 5, 2025, the FY2025 budget was adopted. Georgia Law, O.C.G.A 36-81-3(b), requires each unit of local government to operate under an annual balance budget adopted by ordinance or resolution. City of Norcross code Section 16-29 provides for revisions to the adopted budget during the year only by formal action of the City Council in a regular meeting.

Financial Impact None

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Budget Amendment Item 2025-279



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 2025-278

Title: Accept and Appropriate Donation – NPAC White Squirrel Project

CC: Eric Johnson, City Manager

Recommendation To accept and appropriate a \$1,500.00 donation received from Norcross Gallery & Studios for the NPAC White Squirrel Project.

Background The White Squirrels of Norcross project is a public art initiative designed to enhance the City's sense of place and cultural identity. The City council approved the purchase of two (2) White Squirrel sculptures from Cherrylion Studios.

Financial Impact This donation of \$1,500.00 will offset a portion of the cost of the overall project. NPAC anticipates being able to finance the purchase of additional sculptures through fundraising efforts.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place

Attachments

Budget Amendment Item 2025-278



Mayor: Craig Newton • Mayor Pro Tem: Marshall Cheek • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • Councilmember: Bruce Gaynor • City Manager: Eric Johnson • City Clerk: Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: Camille Washington, Human Resources Director

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 2025-280

Title: Employee Handbook Revision 2025

CC: Eric Johnson, City Manager

Recommendation:

Approve the revisions of the 2025 Employee Handbook to reflect changes to existing policies and ensure compliance with current employment laws and regulations.

Background:

As the City's workplace environment and organizational culture continue to evolve, it is essential that the Employee Handbook remain up to date and reflective of current policies and practices. During the most recent review process, certain sections were identified as crucial to daily operational needs.

The following policies addressed in this revision:

1. Emergency Closings

This policy provides clear guidelines for the city's operational process during inclement weather to ensure consistency across all departments.

2. Rehiring

This policy has been updated to reflect the correct terminology of credited service, consistent with our plan document, in place of bridged service, which is not recognized within our plan.

Financial Impact:

None

Consistent with the Comprehensive Plan?

Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments:

Employee Handbook Revision



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Camille Washington, Human Resources Director

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 2025-288

Title: Retiree Medicare Health Plan Renewal Changes

CC: Eric Johnson, City Manager

Recommendation: Approve changing the retiree Medicare Supplement insurance plan through Hartford to a Humana Medicare Advantage Plan.

Background: Hartford's renewal included a non-negotiable rate increase of 17.07%, which would have resulted in a \$79.72 monthly premium increase per retiree and per retiree spouse. In response, The Baldwin Group, the City's broker, has identified a cost-effective alternative through a Medicare Advantage Program offered by Humana. This plan allows retirees to retain their existing Part D Prescription Drug Plan through Express Scripts, ensuring continuity of coverage and avoiding any disruption to current prescription benefits. The Humana plan allows access to both network and out-of-network providers, providing continued access to existing providers. Under this plan, the recommendation is that retirees and spouses will each see a \$10.00 monthly premium increase in 2026, compared to the planned \$25.00 monthly increase each for retirees and for spouses had we remained with Hartford – sharing in the savings from a conversion. Retirees were surveyed and while there was little response to the survey, cost was an identified concern. There are currently 31 retirees or spouses of retirees on the Medicare plan. Participation in the plan was eliminated for employees hired after March 2022.

Financial Impact: Total Annual Renewal Premium for Hartford \$196,794.00, which is an increase of \$28,699.20 from the current premium. Humana Medicare Advantage, including Express Scripts, Annual Renewal cost is \$175,950.00 – an increase of \$7,855, or 4.7%. Retirees and spouses would contribute an estimated \$3,720 of that cost.

Consistent with the Comprehensive Plan?

Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments:

City of Norcross, Retiree Renewal Presentation
Hartford AGP-3761 GRIP Benefit Chart
2026 Humana LPPO for Standard Plan



Mayor: Craig Newton • Mayor Pro Tem: Marshall Cheek • Councilmember: Andrew Hixson • Councilmember: Josh Bare
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AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director
Jalia Killings, Planner, GIS, Sustainability

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 2025-282

Title: Certified Local Government Program

CC: Eric Johnson, City Manager

Recommendation

Authorize Mayor to sign a Request for Certification Letter as part of the City of Norcross' application to become a Certified Local Government with the Georgia Department of Community Affairs.

Background

The City has the opportunity to apply to become a [Certified Local Government \(CLG\)](#), which “assists local governments with integrating historic preservation concerns into local planning decisions.”

The CLG program is established under the National Historic Preservation Act (NHPA) of 1966 and amended in 1980, empowers local governments to actively preserve their historic resources. Administered in Georgia by the Department of Community Affairs (DCA) in its role as the State Historic Preservation Officer, the program certifies local governments that meet specific criteria, including the adoption of a preservation ordinance and the establishment of a preservation commission.

The City currently meets the eligibility and minimum requirements and only needs to submit an application, which must include a letter from the Mayor’s Office (Chief Elected Official).

Achieving the certification would make the City of Norcross eligible for additional federal grant programs to preserve historic properties and support the businesses located within them. For example, the Historic Depot building is in need of major exterior repairs for which the City will be responsible under its recently executed lease with The Crossing. Obtaining CLG status would allow the City to provide much-needed support for this and similar preservation efforts

Ongoing requirements include trainings, submitting annual reports, and maintenance of duties of the Historic Preservation Board.

Grant Cycle is from December 2025 to February 2026.

Financial Impact

A requirement for maintaining CLG certification is for at least one member of the Historic Preservation Commission (HPC) or a City staff person to participate in annual orientation/training sessions sponsored by DCA. Cost to the City could range from \$0 to \$500 for registration per attendee.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

- 1. Continues to define Norcross' sense of place**
- 2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment**
3. Increases Opportunities for Travel via Different Modes within and Outside the Community
- 4. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services**

Attachments

- CLG Manual (hyperlinked above)
- Draft Letter from Elected Official
- Informational Flyer

Online Web Resources

- <https://dca.georgia.gov/community-assistance/historic-preservation/certified-local-government-grants>
- <https://dca.georgia.gov/community-assistance/historic-preservation/certified-local-governments>

Next Steps

Send Request for Certification letter to DCA and proceed with application



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 2025-277

Title: Updated Intergovernmental Agreement for Norcross City Center East TAD

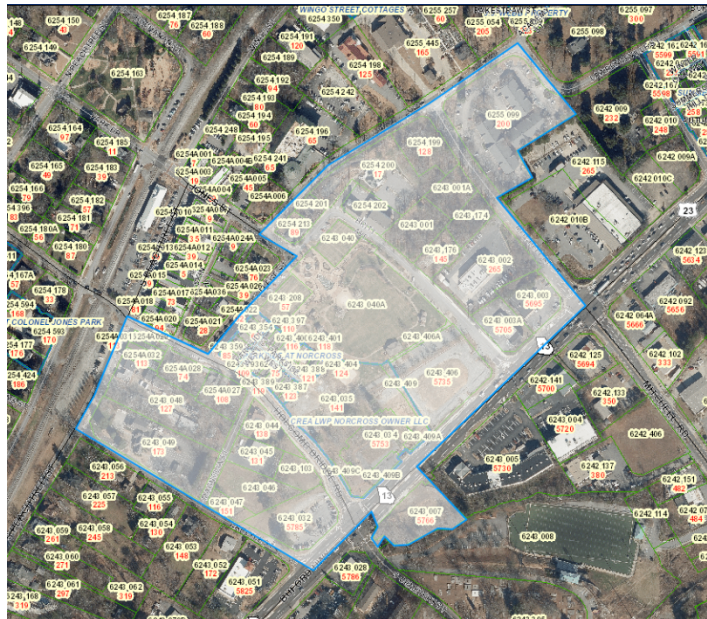
CC: Eric Johnson, City Manager

Recommendation

Approve a modification of the April 1, 2016 Tax Allocation District (TAD) Intergovernmental Agreement (IGA) between the City of Norcross and Gwinnett County to extend the IGA through December 31, 2032.

Background

The City of Norcross and Gwinnett County entered into an Intergovernmental Agreement (IGA) with an effective date of April 1, 2016 to utilize County property tax revenue to fund projects within the Norcross City Center East Tax Allocation District (TAD). The 27.65-acre TAD is roughly bounded on the east side by Mitchell Road, Buford Highway on the south, Carlyle Street at the west, and South Peachtree Street/College Street/Lawrenceville Street to the north – a map of the TAD is provided below.



Per the original IGA, the City of Norcross was required to begin construction on at least one development project within the TAD by December 31, 2022, or the IGA would automatically expire, and the County's share of TAD monies would have to be returned to the County. The IGA was extended in 2022, with a new expiration date of December 31, 2024. Since the City did not begin construction on any TAD-funded projects by that date, the IGA is no longer in effect.

TAD (known as tax increment financing or TIF in other states), is an economic development tool designed to spur economic activity in underdeveloped areas. In short, a TAD is a defined geographic area where real estate property tax monies gathered above a certain threshold for a certain period of time can be used to fund specified improvements. Per Gwinnett County's Tax Allocation District Policies and Guidelines: "Requests for the use of TAD financing should clearly demonstrate a substantial public benefit and the manner by which an applicant proposes to eliminate blight, reduce crime, strengthen the employment and economic base of the County, increase property values and tax revenues, decrease poverty, create economic opportunity, and/or redevelop underperforming neighborhoods and underutilized commercial lots"

City staff, in collaboration with the Downtown Development Authority, has identified multiple projects located within the existing TAD boundary that would likely qualify for the use of TAD funds. These include:

- Completion of the Skin Alley Extension to the south of Holcomb Bridge Road
- Public parking to support the South End and Magnolia Grove developments
- Infrastructure improvements to support the future development of parcels around Lillian Webb Park
- Potential future acquisition of redevelopment parcels

In order to retain the TAD funds that have already been collected and to preserve the option of using future TAD funds, the City will need to enter into a new IGA with Gwinnett County. The recommended changes to the IGA were reviewed by the City Attorney and presented to Gwinnett County. In an email dated October 7, 2025, Matthew Elder, Deputy Director of Planning and Development for Gwinnett County stated: "I have heard back from our Legal Department and the good news is that we can restart and extend the existing IGA through City Council and Board of Commissioners action. The proposed IGA Modification you sent over is approved to move forward...We will need the City Council to take action to approve and execute the IGA Modification and then the County will act to approve and execute."

Financial Impact

The City of Norcross TAD fund currently contains about \$400,000 in total revenue. Some of this revenue would need to be returned to Gwinnett County if the IGA is not reinstated. Additionally, as development continues to occur within the TAD, there would be additional revenue added to the TAD fund, which could, in turn, be used to leverage millions of dollars in private investment.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
4. Maintains a Vibrant Economy and Continue to Facilitate Job Growth
5. Ensures that Norcross Residents have a Variety of Attainable, Quality Housing Options

Attachments

1. TAD IGA between City of Norcross and Gwinnett County, effective April 1, 2016
2. Proposed Modifications to the IGA

Next Steps

Execute IGA and send to Gwinnett County for BOC approval.



Mayor: Craig Newton • Mayor Pro Tem: Marshall Cheek • Councilmember: Andrew Hixson • Councilmember: Bruce Gaynor
Councilmember: Matt Myers • Councilmember: Josh Bare • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Public Works Director

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 2025-285

Title: Custodial Contract Amendment

CC: Eric Johnson, City Manager

Recommendation

Approve the price increase and contract amendment with Good Success to cover the enhanced cleaning frequencies and upgraded service needs required to keep City facilities properly maintained.

Background

The City of Norcross currently contracts janitorial services with **Good Success** for multiple municipal facilities. This contract was awarded on 16 June 2023 for 5 years. As facility usage and operational demands have increased, adjustments to the cleaning schedule and service levels are necessary to maintain health, safety, and presentation standards across City buildings.

The amended contract reflects expanded cleaning frequencies, addition of new areas, and the inclusion of a **Day Porter** (Approved March 2025) to provide continuous daytime cleaning and support for high-traffic public areas.

Key Contract Adjustments

- **Citywide:**
Added a Day Porter (9 a.m.–5 p.m.) to maintain real-time cleanliness during business hours, assist staff, restock supplies, and support court day preparation.
- **Police:**
Increased from 2 to 5 days per week, including weekend service for restroom and locker room sanitation. This adjustment ensures a consistently sanitary and professional environment for all shifts and staff.
- **Public Works (345 Lively Ave.):**
Increased from 2 to 4 days per week due to the nature of field and maintenance operations, ensuring regular disinfection and staff safety.
- **Rectory (Cultural Arts Complex):**
Added to the contract for twice-weekly cleaning to support expanded office use and facility rentals.

- **Cultural Arts Center:**
Expanded to daily cleaning service (7 days per week), replacing the prior as-needed cleaning previously billed per visit.
- **Wingo Building (168 Wingo St.):**
Cleaning to be performed by the Day Porter twice per week during regular business hours.
- **HR Building / Welcome Center:**
Reduced from 2 to 1 day per week at staff request to accommodate privacy concerns and office scheduling needs. Cleaning is performed by Day Porter during regular business hours.

Justification for Increase

The proposed increase compensates Good Success for the expanded service scope and frequency.

Key drivers include:

- Increase public and staff activity across facilities.
- Health and sanitation standards require daily disinfection.
- Improved presentation and customer experience.
- Additional support for staff operations and public access during daytime hours.

Financial Impact:

\$3,120.00 annually. Requires a budget amendment of \$11,000 increase in GF 100-5.4100.522130 "Custodial"

Current Monthly Payment: \$4,990.00 + (Day Porter) \$1,500.00 = \$77,880.00

New contract: \$81,000.00

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place.
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

- Summary of Changes
- Contract Amendment



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Bill Diehl - Thompson, O'Brien, Kappler & Nasuti, P.C.

Meeting Date: November 3, 2025 – Regular Council Meeting (RCM)

Item No.: 2025-284

Title: Amendments to Hotels/Motels Ordinance as it pertains to Short Term Rentals within the City

CC: Eric Johnson, City Manager

Recommendation

Approve the amendment to Sections 8-500 through 8-523 of Chapter 8, Article XII, entitled “Hotels/Motels” of the Code of Ordinances as provided in the attached ordinance.

Background

The ordinance revision is proposed upon review of the City’s Hotels/Motels ordinance and upon consideration of the increase in popularity of Airbnb, VRBO, and other short-term rentals and the need to provide regulation of short-term rentals operating in the City of Norcross. Having had recent discussions with the City of Norcross police department and other City personnel, the amendment will provide the necessary regulation of short-term rentals, benefiting communities, protecting the housing market from being depleted, generating tax revenue, and ensuring safety standards for both guests and residents alike. Such regulations can also help manage noise levels and unregistered or illegally operating rentals thereby allowing registered short term rental owners to generate income and maintain their properties accordingly.

The amendment first expands the definition of a hotel or motel to include structures with more than one dwelling unit with provisions for living. Moreover, the amendment defines short-term rentals as parcels with only one unit rented as a dwelling unit for living purposes for a period of less than 30 days. The amendment also outlines the process for the licensing of short term-rentals, disclosure of the property’s local maintenance agent, occupancy limits, parking maximums, and advertising requirements. Moreover, the amendment provides for circumstances where the license of a short-term rental may be revoked.

Financial Impact

None.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

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4. Maintains a Vibrant Economy and Continue to Facilitate Job Growth
5. Ensures that Norcross Residents have a Variety of Attainable, Quality Housing Options

Attachments

Proposed Redlined Ordinance
Execution Copy Short-Term Rental