

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, November 17, 2025

6:30 PM

2nd Floor Conference Room

Policy Work Session

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/179/media>

A. Roll Call (recorded)**B. Citizen Input****C. Board Updates****D. General Updates**

- * Solid Waste Recycling – Steve Edwards

- * Artwork for Utility Box Wraps - Elizabeth Simpson, NPAC

E. Council- General Discussions**F. City Manager's Report****G. Board Appointments**

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

- * Downtown Development Authority

- * Norcross Housing Authority

- * Norcross Public Arts Commission

H. Items for Discussion**1. 2025-317: Consideration Adopting the Buford Highway Safe Streets for All (SS4A) Safety Action Plan Created by the City of Doraville GA**

Adopt the Buford Highway Safe Streets for All (SS4A) Safety Action Plan created by the City of Doraville.

Attachments:

1. Agenda Report - Adoption of Buford Highway Safety Action Plan Prepared by City of Doraville

2. 2025-320: SUP2025-005 Consideration of an Adult Daycare in a M1 Light Industry Zoning

Consideration of a Special Use for an Adult Daycare in M1 Light Industry

ZoningConsideration of a request for a Special Use Permit (SUP2025-005) to allow an Adult Day Care Center at 2211 Beaver Ruin Road, Suite 190, with conditions as recommended by staff and the Planning and Zoning Board.

Attachments:

1. Agenda Report - SUP2025-005 Consideration of an Adult Daycare in a M1 Light Industry
2. SUP2025-005 - Staff Report
3. Impact Analysis
4. SUP2025-005 - Application

3. 2025-321: RZ2025-005; Consideration of a Rezoning to the M1 (Light Industry) District

Consideration of a request to rezone approximately 5.24 acres to the M1 (Light Industry) District to allow for light industrial-related uses and outdoor storage, with five (5) conditions as recommended by the Community Development and Planning Department and supported by the Planning and Zoning Board.

Attachments:

1. Agenda Report - RZ2025-005; Consideration of a rezoning to the M1 (Light Industry) District
2. RZ2025-005 - Staff Report
3. RZ2025-005 - Application

4. 2025-322: RZ2025-004; Consideration of Rezoning to BH (Buford Highway) District

Consider the rezoning request from its current zoning to BH (Buford Highway) District, with consideration of the conditions recommended by staff and the Planning and Zoning Board.

Attachments:

1. Agenda Report - RZ2025-004; Consideration of Rezoning to BH (Buford Highway) District
2. RZ2025-004 - Staff Report
3. RZ2025-004 - Application
4. Letter of Intent
5. Georgia Historic Resources Survey

5. 2025-324: COA2025-027; Consideration of a Historic Demolition and New Home

Consideration of the applicant's request for the demolition of a historic contributing structure and construction of a new single-family residence, with conditions as outlined by the Community Development and Planning Department and the Architectural Review Board.

Attachments:

1. Agenda Report - COA2025-027; Consideration of a Historic Demolition and New Home
2. COA2025-027 - Staff Report
3. COA2025-027 - Application
4. Engineer Report from Michael Quinn and Associates, P.C.
5. COA2025-027 - Financial Statement
6. Georgia Historic Resources Survey
7. Historic Demolition Questionnaire

6. 2025-325: City Council Appeal of ARB Approval of COA2025-037

Consider appeal of the Architectural Review Boards' approval of a Certificate of Appropriateness (COA2025-037) for 60 Barton Street.

Attachments:

1. Agenda Report - City Council Appeal of ARB Approval of COA2025-037
2. ARB Agenda Packet 10.21.2025
3. Draft ARB Meeting Minutes
4. Letters of Support

- 7. 2025-330: Amendment to the Unified Development Ordinance**
Staff recommends review of several proposed changes to the Unified Development Ordinance (UDO). Items to be removed are in red strike through, items to be added are in bold, underlined italics and highlighted in yellow on the attached documents.
Attachments:
 1. Agenda Report - Amendment to the Unified Development Ordinance
 2. Chapter 100 & 200 Changes
- 8. 2025-328: Public Safety Building – Motorola 911 Radio Equipment Agreement**
Approve an agreement with Motorola to move/upgrade/add 911 radio equipment in the new public safety building, subject to legal's review and approval.
Attachments:
 1. Agenda Report - Public Safety Building – Motorola 911 Radio Equipment Agreement
 2. Reimbursement Approval Letter from Gwinnett County
 3. City of Norcross New 911 Center Relocation Contract with Motorola
- 9. 2025-281: GEMA Cybersecurity Grant Opportunity**
Request approval to move forward with accepting a State and Local Cybersecurity Grant Agreement for FY22 between the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) and the City of Norcross in the amount of \$417,000.
Attachments:
 1. Agenda Report - GEMA Cybersecurity Grant Opportunity
 2. State and Local Cybersecurity FY22 Grant Agreement
 3. MOU between GEMA_Homeland Security and Norcross
- 10. 2025-326: Residential Decorative Streetlighting**
Approve continuing the current practice of replacing decorative streetlights with similar LED fixtures (acorn or colonial style) and adding light shields on all new residential LED lights to reduce glare.
Attachments:
 1. Agenda Report - Residential Decorative Streetlighting
 2. Pictures of Decorative Streetlights
- 11. 2025-319: Accept and Appropriate Grant Funds from Norfolk Southern**
Accept and appropriate grant funding in the amount of \$30,000.00 received from Norfolk Southern to complete two City of Norcross Historic Downtown Enhancement projects: 1. Skin Alley Improvements and 2. Cultural Arts Center Improvements.
Attachments:
 1. Agenda Report - Accept and Appropriate Grant Funds – Norfolk Southern
 2. Grant Funding Approval
 3. Grant Request from NFS RR-Norcross
 4. Budget Amendment/Appropriation

- 12. 2025-327: Amendment to Purchasing Provisions within the Norcross Code of Ordinances and Financial Policy**
Adopt the attached updates/revisions to the City of Norcross Financial Policy, Section III – Purchasing and the attached amendment to the City Code of Ordinances to amend provisions related to Chapter 16, Article III – Purchasing and Contracts.
Attachments:
1. Agenda Report - Amendment to Purchasing Provisions within the Norcross Code of Ordinances and Financial Policy
2. Amended – PART III (Purchasing) Policy – City of Norcross
- 13. 2025-318: Brick Paver Repair on Jones St. and South Peachtree St**
Approve a cost-effective approach for resetting of brick pavers on Jones St. and South Peachtree St. due to uneven areas.
Attachments:
1. Agenda Report - Brick Paver Repair on Jones St. and South Peachtree St.
- 14. 25-7453: Ability to Vote on Select Items at Policy Work Sessions** Direct the City Manager and City Attorney to bring back a recommendation on ordinance changes that would allow the City Council to vote on select items at its monthly Policy Work Session rather than carry them forward to the monthly Regular Mayor and Council Meeting or hold a special called meeting for the same purpose.
Attachments:
1. Agenda Report - Ability To Vote On Select Items At Policy Work Sessions
2. Draft Ordinance for 2-36 Amendment
3. Sec 2-36 Redlines
- 15. 2025-323: Policy on Use of Artificial Intelligence (AI)**
Direct the City Manager, working with the City Attorney, to develop a proposed policy for Council consideration on the use of Artificial Intelligence (AI) by City employees.
Attachments:
1. Agenda Report - Policy on Use of Artificial Intelligence (AI)
- 16. 2025-329: Adopt Publication of News and Newsletters Using RoughDraft Publication**
Approve a change in the City's newsletter publication to a set of mailed and online materials distributed by RoughDraft in lieu of the current monthly newsletter and authorize the Mayor to sign an agreement.
Attachments:
1. Agenda Report - Adopt Publication of News and Newsletters using RoughDraft Publication
2. Sample Monthly Content for City of Brookhaven and Sample Newsletter
3. Draft Agreement

17. 25-7365:**City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests**

A discussion allowing the Mayor and Council the opportunity to share any outstanding requests, expectations, or follow-up items they would like the City Manager to be aware of or prioritize.

Attachments:

1. Agenda Report - Monthly Report on Requests and Inquiries - NOV PWS

I. Adjourn to Executive Session for Legal, Personnel, and Real Estate

J. Signed by _____ Mayor Craig Newton

K. 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 Phillip

AGENDA REPORT

To: Mayor and Council

From: Tracy Rye, Assistant City Manager

Meeting Date: November 17, 2025 Policy Work Session (PWS)

Item No.: 2025-317

Title: Consideration Adopting the Buford Highway Safe Streets for All (SS4A) Safety Action Plan Created by the City of Doraville GA

CC: Eric Johnson, City Manager

Recommendation

Adopt the Buford Highway Safe Streets for All (SS4A) Safety Action Plan created by the City of Doraville.

Background

In September 2022, the City of Doraville applied to the Federal Highway Administration (FHWA) for a Safe Streets for All (SS4A) grant in order to develop a Safety Action Plan (SAP) for Buford Highway. The study area was a 13-mile stretch of Buford Highway (also known as State Route 13) from Brookhaven to Norcross. Doraville partnered with the cities of Brookhaven, Chamblee, and Norcross, as well as Gwinnett County, the Chamblee Doraville Community Improvement District (CID), the Atlanta Regional Commission (ARC), and GDOT on the application and the development of the Safety Action Plan through a Governance Committee which met for roughly one year. The Doraville project management team participated in public information sessions within each jurisdiction including presenting at the PDC and tabling at the Norcross Dia de los Muertos festival in 2024, along with hosting a walking tour of the corridor within Norcross in early 2025.

The SAP covers Buford Highway from the Fulton-DeKalb limits through Brookhaven, Chamblee, Doraville, unincorporated Gwinnett County, all the way to Norcross just beyond the intersection of Langford Road and Buford Highway with the Vision to: *“(b)uild a safer, more livable Buford Highway through interventions that prioritize the safety and comfort of vulnerable road users.”* Ultimately, *“(t)he Buford Highway Safety Action Plan (SAP) focuses on the infrastructure of the roadway and large and small actions that will improve the safety of the roadway and quality of life for people walking, bicycling, riding transit, or driving cars...(and) advances bold, generational visions for reimagining one of metropolitan Atlanta’s signature corridors. It also highlights small actions that will make the road better tomorrow. In both cases, it encourages action.”*

The intent of the plan is to create safety improvement projects that can be quickly tackled by the local municipalities on Buford Highway, as well as medium and long-term projects This includes

everything from basic maintenance like trimming foliage and sidewalk repair, to policy decisions like maintenance agreements with GDOT, and major capital projects like intersection improvements.

Due to the involvement of many jurisdictions in helping Doraville create this plan, and due to the number of local jurisdictions receiving funds to create their own city-wide SAPs through the SS4A program, the City of Doraville has asked that those jurisdictions involved with the Governance Committee consider adopting the Buford Highway Safety Action Plan. The plan will also complement the Norcross city-wide Safety Action Plan which is currently in the contract phase with FHWA awaiting signature.

Gwinnett County will consider adopting after completion of their own Safety Action Plan;
Brookhaven is planning to consider adoption at their November 18th meeting;
Chamblee is discussing internally;
Doraville adopted in August 2025

Financial Impact

None in the short term. However, adoption of the SAP opens the City up to be able to apply for demonstration and implementation grants from FHWA for any of the projects or strategies listed in the plan.

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
6. Further the City's tradition of strong representational leadership and a high level of quality services.

Attachments

NA Due to document size, the Doraville Buford Highway Safety Action Plan is [linked here for review](#), please scroll to the bottom of the linked page to access the final document.



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: LeDarius Scott, Senior Planner

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-320

Title: SUP2025-005 Consideration of an Adult Daycare in a M1 Light Industry Zoning

CC: Eric Johnson, City Manager

Recommendation

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Based on the analysis of this case, Staff recommends **APPROVAL** of a Special Use Permit to allow an Adult Day Care Center at the subject property, subject to the following conditions:

1. Hours of operation for the adult day care center to be Monday through Friday 8:30 AM to 1:30 PM, with hours of operation for administrative offices to be Monday through Friday 8:00 AM to 4:00 PM.
2. Shall comply with all state requirements.
3. Shall comply with all health department requirements.
4. Peddlers and/or parking lot sales shall be prohibited.
5. The owner of the establishment shall repair any graffiti or vandalism within 72 hours of notice from the City.

PLANNING AND ZONING BOARD'S RECOMMENDATIONS

At their November 5th, 2025 hearing, the Planning and Zoning Board recommended **APPROVAL** of SUP2025-005 with staff's five (5) recommendations listed above.

Background

The applicant is requesting a special use permit for an adult day care center in Suite 190 at 2211 Beaver Ruin Road, which is a M1-(Light Industry) zoned property, which is 10.8 acres. Proposed hours and days of operation for the day care program will be 8:30 am to 1:30 pm, Monday through Friday and the administrative office 8:00 am to 4:00 pm, Monday through Friday. The proposed floor plan includes a main activity room, exercise room, rest area, media room, kitchen, dining room, reading room, and administrative offices. Of the 520 parking spaces available, 148 spaces are allocated to the day care center. Projected membership is approximately 200 seniors with most of the members arriving via non-emergency transportation pick-up and drop-off services.

Financial Impact

N/A

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

1. Staff Report
2. Impact Analysis
3. Application



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: LeDarius Scott, Senior Planner

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-321

Title: RZ2025-005; Consideration of a Rezoning to the M1 (Light Industry) District

CC: Eric Johnson, City Manager

Recommendation

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Based on the analysis of this case, Staff recommends **APPROVAL** of rezoning to M1 (Light Industry District), subject to the following:

1. The property shall be developed in general conformance with the site plan dated receipt 08/19/2025; and in conformity with the City of Norcross Unified Development Ordinance.
2. Provide a ten (10) foot landscape strip adjacent to all public rights-of-way.
3. Provide a 40-foot buffer adjacent to residentially zoned properties. This buffer depth may be reduced by 50 percent if they include an eight-foot-high screening wall. If the buffer cannot be met, applicant must submit an application for a variance.
4. Provide a 20-foot buffer adjacent to the OI, Office-Institutional, zoned properties. This buffer depth may be reduced by 50 percent if they include an eight-foot-high screening wall. If the buffer cannot be met, applicant must submit an application for a variance.
5. No auto-oriented commercial use allowed.

PLANNING AND ZONING BOARD'S RECOMMENDATIONS

At their November 5th, 2025 hearing, the Planning and Zoning Board recommended **APPROVAL** of rezoning to M1 with staff's five (5) recommendations.

Background

The applicant is requesting to rezone to the M1 (Light Industry) zoning district on a 5.24-acre lot to allow for light industrial related uses, and outdoor storage. The property is currently used for a landscaping service business. The property owner is actively searching for a new tenant, so there is no proposed use currently. The property owner is considering equipment rental, auto-sales, fleet vehicle rental and parking, landscaping services and a building material use. All seven existing buildings will remain.

Financial Impact

N/A

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

1. Continues to define Norcross' sense of place
2. Maintains a Vibrant Economy and Continue to Facilitate Job Growth

Attachments

1. Staff Report
2. Application



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: LeDarius Scott, Senior Planner

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-322

Title: RZ2025-004; Consideration of rezoning to BH (Buford Highway) District

CC: Eric Johnson, City Manager

Recommendation

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Based on the analysis of this case, Staff recommends **APPROVAL** of rezoning to BH (Buford Highway District), subject to the following conditions:

1. The property shall be developed in general conformance with the site plan dated receipt 10/26/2021.
2. Limited to office and retail uses only.
3. No auto-oriented commercial use allowed.
4. Peddlers and/or any parking lot sales unrelated to the rezoning shall be prohibited.
5. Dumpsters/trash bins shall be screened per the review and approval of the Community Development & Planning Department.
6. Staff identified variance to allow the placement of an existing approximately 640-square-foot accessory garage on a lot that does not have a rear yard.

PLANNING AND ZONING BOARD'S RECOMMENDATIONS

At their November 5th, 2025 hearing, the Planning and Zoning Board recommended **APPROVAL** of rezoning to BH (Buford Highway), removing conditions #1 and #2.

Background

The applicant is requesting to rezone to BH (Buford Highway) zoning district on a 0.34-acre lot. The applicant is requesting to have the same zoning classification as the five parcels located at the intersection of Magnolia Street and Holcomb Bridge Road, north of Carlyle Street, and east of Buford Highway. The existing, approximately 1,983 square-foot, one (1) story structure will be utilized for a professional office or retail use for one (1) tenant. Hours and days of operation will be standard. The existing approximately 640 square foot accessory garage will be utilized for parking and/or storage. The site has 8 parking spaces according to the applicant. There will be no modifications made to the two (2) existing structures or the site itself. The property has two (2) driveway access points off Holcomb Bridge Road which leads to surface level parking spaces. On the Magnolia Street side of the property is a second entry point to the principal building, which includes off-street parking for two (2) vehicles, one of which is a designated handicap stall.

Financial Impact

N/A

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

Continues to define Norcross' sense of place

Attachments

1. Staff Report
2. Application
3. Letter of Intent
4. Georgia Historic Resources Survey



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: LeDarius Scott, Senior Planner

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-324

Title: COA2025-027; Consideration of a Historic Demolition and New Home

CC: Eric Johnson, City Manager

Recommendation

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Should the ARB decide to grant approval, Staff recommends the following conditions:

1. The applicant shall recycle the bricks and windows at a minimum and provide documentation of where or who recycled them through presentation of receipt.
2. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
4. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

ARCHITECTURAL REVIEW BOARD RECOMMENDATIONS

At their October 21, 2025 Hearing, The Architectural Review Board considered the existing building to be a **contributing structure** but could not be feasibly rehabilitated and therefore meets the criteria for demolition. The ARB recommended approval of the historic demolition subject to the following conditions:

1. Brick facade type and color to be submitted for administrative approval;
2. On both left and right elevation the top gable will contain an architectural pediment matching the front elevation architectural pediments;
3. Second story middle window on the left elevation to align with the other second story windows and be 1 over 1 instead of single pane.
4. Trim on second story windows to have consistent dimensions (1x4 or 1x6);
5. Door with pathway to be added on the left side of the rear elevation;

6. The applicant shall recycle the bricks and windows at a minimum and provide documentation of where or who recycled them through presentation of receipt;
7. 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;
8. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing; and
9. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

Background

The applicant proposes to demolish a historic home built in 1920 with the intent of rebuilding a two (2) story, approximately 3,800 square foot, five (5) bedroom, two (2) garage residence on a 0.30-acre lot. The proposed architecture will consist of brick, hardiplank shingle siding and horizontal hardiplank siding on the primary façade, with brick and horizontal hardie plank siding on the side and rear elevations. According to the application, Sea Sand (6885-1) and Balsam Blue (7041-1) are two of the proposed colors for the new residence. The accessory architectural components' colors will be Sea Sand and White. The proposed doors and windows on the first floor will feature brick soldier course headers, with windows on the second floor featuring a trim border. Proposed windows feature diamond grills. The home will feature a six (6) foot deep front porch with 8-inch box columns.

Financial Impact

N/A

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

Continues to define Norcross' sense of place

Attachments

1. Staff Report
2. Application
3. Engineer Report from Michael Quinn and Associates, P.C.
4. Financial Statement
5. Georgia Historic Resources Survey
6. Historic Demolition Questionnaire



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: William J. Diehl, Thompson, O'Brien, Kappler & Nasuti, PC

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-325

Title: City Council Appeal of ARB Approval of COA2025-037

CC: Eric Johnson, City Manager

Recommendation

Request for Council action to approve as presented, approve with conditions, or deny the Certificate of Appropriateness for 60 Barton Street (the "Property").

Background

This agenda item comes before the City Council as an appeal of the approval of a Certificate of Appropriateness granted by the Architectural Review Board ("ARB") pertaining to the Property. ARB's approval authority is provided by Section 103-5 of the Code of Ordinances. The City Council is an intermediate appellate body for all ARB Certificates of Appropriateness and reviews these appeals *de novo*, meaning that new evidence, testimony, and exhibits can be submitted for the Council's consideration.

A residential housing plan and architectural elevations detailing the construction of a home on the Property were presented by Stan Howington at the ARB's September 30, 2025, meeting. The ARB issued a Certificate of Appropriateness subject to certain conditions. The appeal was timely filed by Brady Rhinehart. Letters supporting his appeal have also been submitted to the Community Development Department and are enclosed.

The City Council is tasked with reviewing the application for its conformance with the City's Architectural and Site Design Standards and the Comprehensive Plan. Those standards provide guidance for site layout, building orientations, and architectural treatments. The standards are design and aesthetic standards. These standards are in addition to and do not replace technical, environmental, and engineering regulations. Such standards will be applied and analyzed when a land disturbance permit is submitted.

The appeal will be heard in a public hearing at the Council's December 1, 2025, meeting, where the appellant, applicant, and the public will be offered the opportunity to present their arguments and evidence for and against approval. This policy work session may be used by Council to obtain

technical or procedural information from staff if desired. The City Council must render a decision on the appeal within thirty (30) days of the public hearing.

Financial Impact

Not applicable

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

ARB Agenda Packet
ARB Minutes (draft)
Appeal Letter
Letters of Support



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: Planning & Zoning Board

From: Helen Balch, AICP
Community Development & Planning Director

Meeting Date: November 17, 2025 – Amendment to the Unified Development Ordinance

Item No.: 2025-330

Title: Amendment to the Unified Development Ordinance

CC: Eric Johnson, City Manager
Tracy Rye, AICP, Assistant City Manager

Recommendation

Staff recommends review of several proposed changes to the Unified Development Ordinance (UDO). Items to be removed are in red strike through, items to be added are in bold, underlined italics and highlighted in yellow on the attached documents.

Planning & Zoning Board Recommendation

Approval of sections:

Chapter 100 General and Administrative Provisions, Article III. Review Authority

Chapter 100 General and Administrative Provisions, Article IV. Procedures

Chapter 200 Land Use and Zoning, Article I, Division 2

Chapter 200 Land Use and Zoning, Article II Supplemental and Accessory Use Standards

Chapter 200 Land Use and Zoning, Article IV Sign Regulations

Chapter 200 Land Use and Zoning, Article VI Nonconforming situations

Table of sections:

Chapter 100 General and Administrative Provisions, Article II. Definitions

Chapter 200 Land Use and Zoning, Article II Supplemental and Accessory Use Standards:

Sec. 202-2 Supplemental use standards(aa)(3)

Chapter 200 Land Use and Zoning, Article III Parking and Loading

Background

The Community Development and Planning Department continues its ongoing effort to improve the clarity and usability of the Unified Development Ordinance (UDO). The proposed amendments focus on refining definitions, updating procedural standards, and clarifying existing regulations.

Amendments are proposed to the following sections of the UDO:

Chapter 100 General and Administrative Provisions, Article III. Review Authority

Sec. 103-9(c) ZBA rules and standards

Clarify time the Community Development & Planning Department must publish and post notifications regarding a variance application, from 15 days to 30 days.

Chapter 100 General and Administrative Provisions, Article IV. Procedures

Sec. 104-3(d) Administrative Action Process

Clarify note #3 that the Zoning Administrator is responsible for reviewing demolition only when the property is within the historic district.

Sec. 104-6(l)(2) Quasi Judicial Review

Edit the days the department must provide an appellate board decision to the applicant from three (3) days to five (5) days.

Sec. 104-7(a) Administrative Variances

Include additional circumstances that call for an administrative variance under (a)(2) such as compact spaces, excess parking, new construction of a new porch or modifications to an existing porch, and roof mounted solar panels outside the historic district.

Chapter 200 Land Use and Zoning, Article I, Division 2

Sec. 201-6(b) R-100 single family residence lot development standards

Adding "Accessory Dwelling Unit" to Lot Development Standards; Minimum setbacks to refer to Section 202-3(b) for applicable development.

Sec. 201-7(b) R-75 single family residence lot development standards

Adding "Accessory Dwelling Unit" to Lot Development Standards; Minimum setbacks to refer to Section 202-3(b) for applicable development.

Sec. 201-8(b) R-65 single family residence lot development standards

Adding “Accessory Dwelling Unit” to Lot Development Standards; Minimum setbacks to refer to Section 202-3(b) for applicable development.

Sec. 202-3 Accessory uses or structures

Adding language to the accessory dwelling unit (ADU) subsection to clarify and expand existing requirements. These updates are intended to improve the clarity, enforceability, and design consistency of ADUs within residential districts.

Chapter 200 Land Use and Zoning, Article IV Sign Regulations

Sec. 204-5 Signs exempt from having a permit

The addition to item #7 is to clarify that signs which comply with the specific standards outlined in Section 204-18 are automatically exempt from permitting requirements under this section. The amendment provides consistency across the sign regulations, eliminates potential conflicts between sections, and ensures that sign types explicitly regulated in Section 204-18 are treated uniformly.

Sec. 204-12 Temporary signs

Revise this section to clarify that the banner size allowance for temporary signs (up to 32 square feet) applies to institutional uses located within residential zoning districts, such as places of worship and schools.

Chapter 200 Land Use and Zoning, Article VI Nonconforming situations

Sec. 206-8(b) Exceptions

Modify language to include “and uncovered” in Permitted encroachments upon required setbacks. The amendment clarifies the intent of the existing provision by distinguishing between covered and uncovered structures.

Proposed to be Tabled:

Chapter 100 General and Administrative Provisions, Article II. Definitions

Sec. 102-2 Defined terms

Add definition for Service Bay (within an automobile repair facility)

Chapter 200 Land Use and Zoning, Article II Supplemental and Accessory Use Standards

Sec. 202-2 Supplemental use standards(aa)(3)

Adding language to include CX Community Mixed Use and BH Buford Highway zoning districts to subsection (aa)(3).

Chapter 200 Land Use and Zoning, Article III Parking and Loading

Sec. 203-9 Parking. Minimum Number of spaces required

Revise the minimum number of parking spaces for auto repair to 2 per repair station for uses including: motor vehicle repair shop; motor vehicle (auto) sales and rental; motor vehicle sales and service; trucks and heavy equipment; motor vehicle service and fuel station.

Financial Impact

N/A

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

1. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

UDO Chapter 100 & 200 changes



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 Grogan, Chief of Police

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-328

Title: Public Safety Building – Motorola 911 Radio Equipment Agreement

CC: Eric Johnson, City Manager

Recommendation

Approve an agreement with Motorola to move/upgrade/add 911 radio equipment in the new public safety building, subject to legal's review and approval.

Background

On July 7th, 2025, Council approved funding for FFE (furniture, fixtures, equipment) in the new building. Included in the FFE budget was \$265,000 for moving/upgrading Motorola 911 radio equipment. The final cost is slightly below that at \$257,703.24. Support Services Manager Taylor Johnson obtained approval from Gwinnett County E911/Finance to reimburse the full amount.

Financial Impact

None. We will pay the invoice then submit it to Gwinnett County for reimbursement with proof of payment and installation.

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

Attachments

- 1) Motorola Agreement
- 2) Reimbursement approval letter from Gwinnett County

Update



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: Andre M. Gima, Chief Information Officer

Meeting Date: November 17, 2025 Policy Work Session (PWS)

Item No.: 2025-281

Title: GEMA Cybersecurity Grant Opportunity

CC: Eric Johnson, City Manager

Recommendation

Request approval to move forward with accepting the previously awarded FY22 State and Local Cybersecurity Grant Agreement between the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) and the City of Norcross in the amount of \$417,000.

Background

The FY22 State and Local Cybersecurity Grant Program (SLCGP) was the first-of-its-kind initiative by the Department of Homeland Security (DHS), administered collaboratively with the Cybersecurity and Infrastructure Security Agency (CISA) and the Federal Emergency Management Agency (FEMA). Our Georgia Emergency Management Agency (GEMA) and the Department of Homeland Security are the approved state administrative agencies of Georgia through which the City of Norcross applied for the grant. The total program funding is spread across the four fiscal years (FY 2022 – FY 2025).

The City's previous IT Director applied for and was awarded a cybersecurity grant to support enhancements to the City of Norcross's IT infrastructure. The awarded grant operates on a 90/10 reimbursement structure, meaning the City must initially fund the full \$417,000 in project costs.

Upon completion of all work, including equipment purchase, installation, and configuration, the City will be reimbursed for 90% of eligible costs (\$375,300). The remaining 10% (\$41,700) represents the City's required contribution toward the project.

Financial Impact

The City will need to allocate the full \$417,000 upfront to initiate the project and later submit documentation for reimbursement of the 90% portion. The City's net cost will be \$41,700, representing its 10% match.

This approach ensures the City can strengthen its cybersecurity infrastructure with significant financial support from state and federal resources, while maintaining compliance with the grant's reimbursement terms.

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

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

Attachments

State and Local Cybersecurity FY22 Grant Agreement
MOU between GEMA Homeland Security and Norcross



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AGENDA REPORT

To: Mayor and Council

From: Bruce Gaynor, Councilmember
Jim Trupiano, President of Norcross Power

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-326

Title: Residential Decorative Streetlighting

CC: Eric Johnson, City Manager

Recommendation

Business as usual. Continue to replace decorative streetlights with like LED fixtures (We replace acorn with acorn and colonial with colonial). Install light blocking shields on all new residential LED decorative streetlights to focus the brighter LED light away from homes and towards the street. Norcross Power tries to be flexible and accommodate residential requests and preferences between acorn and colonial decorative streetlights when there is minimal to no additional material or labor cost, and it provides a consistent look for an entire roadway.

Background

There are approximately 360 decorative streetlights located on City of Norcross maintained roads. Additionally, we have decorative streetlights in Thrasher Park and Lillian Webb Park. Decorative acorn streetlight fixtures are consistent throughout downtown Norcross and both parks. There is currently a mix of colonial style and acorn style decorative streetlight fixtures in residential neighborhoods. (See attached pictures differentiating acorn and colonial streetlights)

Residents across the country have been adjusting to brighter LED streetlights in residential areas now that High-Intensity Discharge (HID) streetlights are no longer available. Norcross Power has been consistent with other utilities by trying to minimize the kelvins, lumens and wattage to assist residents with the transition. In addition, we are now using tempered glass and installing shields inside the fixtures to block bright lights from the front of homes. In response to feedback from the residents on Dogwood Walk Lane, we recently completed a 2-week pilot where we installed 8 acorn lights with shields inside the globe. We were able to bend the shields inside the round globe, which provided additional light blockage for homes located on a higher elevation from the street.

Norcross Power leverages ECG's volume procurement agreements to order decorative streetlights. We currently order acorn and colonial style fixtures. They are similar in cost for material and labor to install.

Financial Impact

No financial impact to existing streetlight maintenance and LED replacement initiative.

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

Attachments

1. Pictures of Decorative Streetlights



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 17, 2025 Policy Work Session (PWS)

Item No.: 2025-319

Title: Accept and Appropriate Grant Funds – Norfolk Southern

CC: Eric Johnson, City Manager

Recommendation To accept and appropriate grant funding in the amount of \$30,000.00 received from Norfolk Southern to complete two City of Norcross Historic Downtown Enhancement projects: 1. Skin Alley Improvements and 2. Cultural Arts Center Improvements.

Background In September 2025, the City was awarded through the Public Works department grant funds from Norfolk Southern Corporation. Per the agreement of the Grant, these funds should be used for direct programs or project support only (i.e., the grant funds should not be used towards expenses such as salaries, overhead, rent, or utility bills). The Director of Public Works has estimated cost for each project to be as follows: \$20,000.00 – Skin Alley Improvements and \$10,000.00 – Cultural Arts Center Improvements.

Project justification for the Grant award is to install an automated crossing arm with decorative stone or brick around the base to close Skin Alley instead of using planters. Also includes enhancing some landscape and beautification, adding 2 benches and pavers. Remaining funds will be used to repair exterior areas to the Cultural Arts Center.

Financial Impact This grant of \$30,000.00 will support cost estimates for the projects mentioned above. We request appropriation of funds to increase the project budgets as outlined in the attached titled “Budget Amendment/Appropriation”.

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

1. Continues to define Norcross’ sense of place
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Attachments

Grant Funding Approval
Grant Request from NFS RR-Norcross
Budget Amendment/Appropriation



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 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-327

Title: Amendment to Purchasing Provisions within the Norcross Code of Ordinances and Financial Policy

CC: Eric Johnson, City Manager

Recommendation Adopt the attached updates/revisions to the City of Norcross Financial Policy, Section III – Purchasing and the attached amendment to the City Code of Ordinances to amend provisions related to Chapter 16, Article III – Purchasing and Contracts

Background The City, like most local government jurisdictions in the state, rely on Procurement laws and regulations to purchase goods and services of the highest quality at the best possible price. This objective can only be accomplished if all departments are familiar with proper purchasing policies and procedures as required by law and local guidelines. Additionally, it is best practice to review the City's policies and procedures from time to time and make amendments as necessary to ensure its policies and procedures remain in compliance with state and local statutes. The City has not completed a review or amendments to the policies or procedures since 2015. These amendments are recommended to remain compliant, ensure the City's procedures are relevant to current business operations and technology, and effectively manage risks.

Financial Impact None

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

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Attachments

Amended – PART III (Purchasing) Policy – City of Norcross



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 17, 2025 – Policy Work Session

Item No.: 2025-318

Title: Brick Paver Repair on Jones St. and South Peachtree St.

CC: Eric Johnson, City Manager

Recommendation

Council approves a cost-effective approach for resetting of brick pavers on Jones St. and South Peachtree St. due to uneven areas.

Background

We have sinking and uneven brick pavers all around the Historic Downtown Area. PW has been spot fixing these areas and some areas have been repaired by vendors. This brick paver work was done many years ago. There are many areas that require to have the brick pavers completely removed, filled, and reset with new aggregate. On October 14, we did a walk-thru with Curb Tech (our on-call vendor) to assess scope. The total cost estimate for all areas is \$110,000.00 based on the phased approach below:

- Phase 1: Jones Street from Wingo to College Street. This would end at the Brick Paver Pedestrian Crosswalk at the intersection of Jones and College. This crosswalk is also sinking and uneven.
- Phase 2: South Peachtree Street from Jones to Holcomb Bridge
- Phase 3: South Peachtree Street from Holcomb Bridge to Carlyle. The Brick Paver Crosswalk at Carlyle is sinking and uneven.

We also received a cost per linear foot to repair areas of most concern that are uneven and sinking. These areas identified total \$10,000 to \$12,000. This is the recommended COA.

Financial Impact: \$12,000 using Sidewalk Maintenance Budget, 100-5.4100.522205.

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

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 Philip

Agenda Report

To: Mayor and Council

From: Mayor Pro Tem Marshall Cheek

Meeting Date: November 17, 2025 Policy Work Session (PWS)

Item No.: 25- 7453

Title: Ability To Vote On Select Items At Policy Work Sessions

CC: Eric Johnson, City Manager

Recommendation: Direct the City Manager and City Attorney to bring back a recommendation on ordinance changes that would allow the City Council to vote on select items at its monthly Policy Work Session rather than carry them forward to the monthly Regular Mayor and Council Meeting or hold a special called meeting for the same purpose.

Background Some items brought before the City Council for approval are routine in nature and may not warrant a discussion at the monthly Policy Work Session followed two or three weeks later by approval at the Regular Mayor and Council meeting without further discussion (i.e., approved on the Consent Agenda). Section 2-36. – Rules of Procedures identifies the purpose of both a Policy Work Session (Sec. 2-36 (b)(1)), and a Regular Mayor and Council meeting (Sec. 2-36 (b)(3)). The Regular Mayor and Council meeting is “the only meeting (other than a special called meeting) that official actions are taken.” In the absence of changing Section 2-36 to allow voting at the Policy Work Session, the City would need to schedule special called meetings to facilitate votes on what Section 2-36 (4) allows for “time sensitive” issues. There are items that may not be considered “time sensitive” but are non-controversial, are determined by Mayor and Council not to require policy consideration, but simply require approval by vote of the City Council and for which delay in approval is deemed unnecessary.

Financial Impact: None.

Consistent with Comprehensive Plan?

Goal 6 - Furthers the City’s Tradition of Strong Leadership and High Level of Quality Services.

UPDATES: Attached are drafts of the ordinance revisions which allow for voting at PWS on certain limited subjects. The amendments also remove some uncertainties regarding the parliamentary procedure applicable to Mayor and Council meetings while preserving the general rhythm of council meetings.

Attachments

Ordinance for 2-36 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: Councilmember Josh Bare

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-323

Title: Policy on Use of Artificial Intelligence (AI)

CC: Eric Johnson, City Manager

Recommendation: Direct the City Manager, working with the City Attorney, to develop a proposed policy for Council consideration on the use of Artificial Intelligence (AI) by City employees.

Background: AI is increasingly being used in the workplace. City Council should provide policy direction on what AI tools can be used, by whom, and for what purposes. As a start, direction should be given that employees do not use a free version of AI.

Financial Impact: N/A

Consistent with the Comprehensive Plan? Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments: N/A



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: Councilmember Bruce Gaynor

Meeting Date: November 17, 2025 – Policy Work Session (PWS)

Item No.: 2025-329

Title: Adopt Publication of News and Newsletters using RoughDraft Publication

CC: Eric Johnson, City Manager

Recommendation: Approve a change in the City's newsletter publication to a set of mailed and online materials distributed by RoughDraft in lieu of the current monthly newsletter and authorize the Mayor to sign an agreement.

Background: RoughDraft produces communications materials for several communities in Fulton and Dekalb (Tucker, Dunwoody, Brookhaven, Sandy Springs, and Buckhead) with a total circulation of 63,000. Materials include online weekly updates, a combined (all jurisdictions) monthly mailed publication that contains articles for each community written by writers assigned by RoughDraft, and an advertisement of monthly City events purchased by the City, as well as the opportunity for the City to produce a newsletter that can be inserted in copies of a monthly RoughDraft mailed to City residents. The online material, monthly report, and quarterly insert will be badged for Norcross.

The proposed change will replace the City's monthly newsletter distributed with electric bills and to those who have signed up for mailed distribution, and which the City posts online in English and Spanish. The RoughDraft materials will be available online as well.

An initial proposal by RoughDraft anticipates distribution to about 4,000 Norcross households using carrier route mailing, and provision of 500 additional copies to be distributed through designated retailers.

Additional details to the proposed agreement are being discussed, such as the circulation within Norcross.



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Agenda Report

To: Mayor and Council

From: Eric Johnson, City Manager

Meeting Date: November 17, 2025 Policy Work Session (PWS)

Item No.: 25-7365

Title: Monthly report on Requests and Inquiries - October PWS

Recommendation Receive monthly report from City Manager regarding Mayor and Council requests/inquiries.

Background At the June 2025 Policy Work Session, it was suggested that the City Manager schedule a monthly agenda item to be discussed at the end of the agenda identifying individual requests and inquiries from the Mayor and from individual City Councilmembers. A list will be provided for discussion at the meeting. The format/software used to produce and track the list may change over time.

Financial Impact: No added cost is anticipated.

Consistent with Comprehensive Plan? Goal 6 - Furthers the City's Tradition of Strong Leadership and High Level of Quality Services.

Next Steps A list will be provided monthly at the Policy Work Session.