

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Wednesday, November 5, 2025

6:30 PM

2nd Floor Conference Room

Planning & Zoning Meeting

Walter Bell, Vice Chair

Marlene Janos, Board Member

Antonio Henson, Board Member

Tom Doherty, Board Member

David Grayson, Board Member

A. Call to Order

Vice Chair Walter Bell called the meeting to order at 6:35 p.m.

Attendee Name	Title	Status	Arrived
Walter Bell	Vice Chair	Present	
Marlene Janos	Board Member	Present (Virtual)	
Antonio Henson	Board Member	Present	
Tom Doherty	Board Member	Present	
David Grayson	Board Member	Present	

B. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.

A motion to approve the September 3, 2025, Planning & Zoning Board meeting minutes.

*RESULTS: APPROVED [UNANIMOUS]
 MOVER: DAVID GRAYSON, BOARD MEMBER
 SECONDER: ANTONIO HENSON, BOARD MEMBER
 AYES: BELL, JANOS, HENSON, DOHERTY, GRAYSON*

C. Ongoing Business

D. New Business

1. 2025-306: SUP2025-005 2211 Beaver Ruin Road, Suite 190

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.

A motion to recommend approval of SUP2025-005 (2211 Beaver Ruin, Suite 190) with 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.

RESULTS: APPROVED [UNANIMOUS]

MOVER: DAVID GRAYSON, BOARD MEMBER

SECONDER: TOM DOHERTY, BOARD MEMBER

AYES: BELL, JANOS, HENSON, DOHERTY, GRAYSON

2. 2025-308: RZ2025-005 5324 Old Norcross Road

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 building material use. All seven existing buildings will remain.

A motion to recommend approval of RZ2025-003 (5324 Old Norcross Road) with the following conditions:

- 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.*

RESULTS: APPROVED [UNANIMOUS]

MOVER: TOM DOHERTY, BOARD MEMBER

SECONDER: DAVID GRAYSON, BOARD MEMBER

AYES: BELL, JANOS, HENSON, DOHERTY, GRAYSON

3. 2025-307: RZ2025-004 138 Holcomb Bridge Road

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.

A motion to recommend approval removing conditions #1 and #2:

~~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.

RESULTS: APPROVED [4:1]

MOVER: DAVID GRAYSON, BOARD MEMBER

SECONDER: TOM DOHERTY, BOARD MEMBER

AYES: BELL, JANOS, DOHERTY, GRAYSON

NAYS: ANTONIO HENSON, BOARD MEMBER

Jim Eyre, DDA Chair, expressed his support for the rezoning request.

4. 2025-309: Amendment to the Unified Development Ordinance

TEXT2025-002

Amendments are proposed to the following sections of the UDO:

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 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.

Chapter 200 Land Use and Zoning, Article II Supplemental and Accessory Use Standards**Sec. 202-2 Supplemental use standards**

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

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 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.

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.

The Planning and Zoning Board after a deliberation on the proposed amendments voted to table the proposed amendments below and advance the rest of the amendments:

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 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.

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

Sec. 202-2 Supplemental use standards

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

RESULTS: APPROVED [UNANIMOUS]

MOVER: DAVID GRAYSON, BOARD MEMBER

SECONDER: WALTER BELL, VICE CHAIR

AYES: BELL, JANOS, HENSON, DOHERTY, GRAYSON

5. 2025-310: Vote to fill the positions of Chair, Co-Chair, and Secretary for the Planning & Zoning Board.

With a 5-0 vote, Walter Bell was selected as Chair.

With a 5-0 vote, David Grayson was selected as Vice-Chair.

With a 5-0 vote, Antonio Henson was selected as Secretary.

E. Additional Input And/Or Discussion Not Otherwise Addressed By This Agenda

F. Adjourn

The meeting adjourned at 8:19 p.m.