

# City of Norcross

*65 Lawrenceville Street*

*Norcross, GA 30071*



## Meeting Minutes

**Monday, December 1, 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/609/media>

**A. Call to Order by Mayor Craig Newton**

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

**B. Invocation by Councilmember Myers****C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)**

| Attendee Name  | Title         | Status  | Arrived |
|----------------|---------------|---------|---------|
| Craig Newton   | Mayor         | Present |         |
| Marshall Cheek | Mayor Pro Tem | Present |         |
| Andrew Hixson  | Councilmember | Present |         |
| Josh Bare      | Councilmember | Present |         |
| Matt Myers     | Councilmember | Present |         |
| Bruce Gaynor   | Councilmember | Present |         |

**E. Presentation of Previous Meeting Minutes for Acceptance**

A motion to Approve the minutes of the November 3 Regular Council Meeting and Executive Session; the November 10 Special Called Meeting; and the November 17 Policy Meeting.  
Work Session and Executive Session.

RESULT: APPROVED [UNANIMOUS]

MOVER: Matt Myers, Councilmember

SECONDER: Marshall Cheek, Mayor Pro Tem

AYES: Cheek, Hixson, Bare, Myers, Gaynor

**1. 2025-342: Mayor and Council - Regular Council Meeting - November 3, 2025****2. 2025-343: Mayor and Council - Special Called Meeting - November 10, 2025****3. 2025-344: Mayor and Council - Policy Work Session - November 17, 2025****F. Set Agenda As Presented for Scheduled Meeting**

Acceptance of the Agenda and Approval of the Consent Agenda.

A motion to Accept the Agenda and Approve the Consent Agenda, with the following item being moved under discussion:

25-7453 Ability to Vote on Select Items at Policy Work Session.

RESULT: APPROVED [UNANIMOUS]

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Cheek, Hixson, Bare, Myers, Gaynor

## **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

Jeff Hopper, Chair of the Architectural Review Board, commented that the applicant for Item 2025-324 met the code qualifications applicable to ARB standards. He noted that there was no opposition at the ARB meeting and that the adjacent property owner had signed off on the request, which influenced the ARB's decision. Regarding Item 2025-325, he stated that the ARB's review is limited to architectural integrity and that the Board operates under the assumption that staff will address matters such as water runoff and topography.

Ian Lecroy, representing Stan Howington on Item 2025-325, stated that a Certificate of Appropriateness had been issued and that the appeal raised stormwater concerns rather than architectural issues. He noted that only a portion of the retaining wall would be removed, that required tree removals were identified by the arborist, and that the applicant is willing to conduct a study to demonstrate compliance.

Tixie Fowler, speaking on Items 2025-324 and 2025-325, stated that the proposed homes' size and massing are not compatible with surrounding structures and lot sizes and referenced relevant planning documents. She requested approval of the appeals and asked for an independent inspection of the property associated with Item 2025-235 prior to demolition.

Brady Reinhardt, appellant for Item 2025-325, commented on the shared driveway arrangement and noted that a verbal agreement with staff had not been documented in writing.

Jim Eyre expressed support for the reappointment of Lauren Summers to the DDA and commented on Item 25-7453, supporting the item provided proper notice is given and opportunities for citizen input are maintained.

## **I. Public Hearings**

### **1. 2025-320: SUP2025-005 Consideration of an Adult Daycare in a M1 Light Industry Zoning**

A motion to approve a Special Use Permit SUP2025-005 to allow an Adult Day Care Center at 2211 Beaver Run Road, Suite 190, with the recommended conditions as presented by staff and the Planning and Zoning Board.

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.

RESULT: APPROVED [UNANIMOUS]  
MOVER: Matt Myers, Councilmember

SECONDER: Andrew Hixson, Councilmember  
AYES: Cheek, Hixson, Bare, Myers, Gaynor

**2. 2025-321: RZ2025-005; Consideration of a Rezoning to the M1 (Light Industry) District**

A motion to approve the rezoning of 5.24 acres from C-2 (General Business District) to M-1 (Light Industry) District to allow for light industrial-related uses and outdoor storage, with the conditions recommended by the Community Development and Planning Department and supported by the Planning and Zoning Board, with the exception that Conditions 3 and 4 listed on the agenda report are removed, resulting in the remaining 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. No auto-oriented commercial use allowed.

RESULT: APPROVED [UNANIMOUS]  
MOVER: Matt Myers, Councilmember  
SECONDER: Marshall Cheek, Mayor Pro Tem  
AYES: Cheek, Hixson, Bare, Myers, Gaynor

**3. 2025-322: RZ2025-004; Consideration of Rezoning to BH (Buford Highway) District**

A motion to accept the applicant's request for withdrawal without prejudice for rezoning case RZ2025-004.

RESULT: APPROVED [UNANIMOUS]  
MOVER: Bruce Gaynor, Councilmember  
SECONDER: Matt Myers, Councilmember  
AYES: Cheek, Hixson, Bare, Myers, Gaynor

**4. 2025-324: COA2025-027; Consideration of a Historic Demolition and New Home**

A motion to table item 2025-324 to the January 20 Policy Work Session.

RESULT: TABLED [UNANIMOUS]  
MOVER: Bruce Gaynor, Councilmember  
SECONDER: Andrew Hixson, Councilmember  
AYES: Cheek, Hixson, Bare, Myers, Gaynor

**5. 2025-325: City Council Appeal of ARB Approval of COA2025-037**

A motion to table Item 2025-325 to the December 15 Policy Work Session.

RESULT: TABLED [UNANIMOUS]  
MOVER: Bruce Gaynor, Councilmember  
SECONDER: Matt Myers, Councilmember  
AYES: Cheek, Hixson, Bare, Myers, Gaynor

**6. 2025-330: Amendment to the Unified Development Ordinance**

A motion to approve the amendments to the Unified Development Ordinance (UDO) as presented, with the inclusion of Section 202-3 to the list of tabled items as recommended by the Planning & Zoning Board, with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia hereby ordains that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of

the Mayor and City Council, and it is hereby ordained that all the following provisions shall become and be made part of the Code of the City of Norcross.

A motion to Approve the resolution extending the existing ADU moratorium through the February 2 Regular Council Meeting, with the provision that the City Council may dissolve the moratorium earlier should the required work be completed in January.

RESULT: APPROVED [UNANIMOUS]

MOVER: Matt Myers, Councilmember

SECONDER: Marshall Cheek, Mayor Pro Tem

AYES: Cheek, Hixson, Bare, Myers, Gaynor

## **J. Reports of the Mayor and Councilmembers**

### **a. General Announcements**

#### **DECEMBER CALENDAR OF EVENTS**

##### **Holiday Quilt Exhibit**

Monday, December 1 - December 30 | 8:00 a.m.- 5:00 p.m. | Welcome Center

##### **Holiday Celebration**

Friday, December 5 | 5:30 - 8:30 p.m. | Thrasher Park

##### **Carriage Rides**

Friday, December 5 - December 19 | Every Thursday & Friday

6:30 - 8:30 p.m. | Skin Alley Behind 45 South Cafe

##### **Historic Norcross Christmas Village**

Saturday, December 6 | 11:00 a.m. - 8:00 p.m. | Downtown Norcross

##### **Movie Monday: Polar Express**

Monday, December 8 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

##### **Photos With Santa**

Tuesday, December 9 - December 19 | Every Tuesday, Thursday & Friday

6:00 - 8:00 p.m. | 45 South Cafe

##### **Atlanta International Night Market: Passport To The Holidays**

Friday, December 12 | 5:00 - 10:00 p.m. | Lillian Webb Park

##### **Atlanta International Night Market: Passport To The Holidays**

Saturday, December 13 | 2:00 - 10:00 p.m. | Lillian Webb Park

##### **Movie Monday: White Christmas**

Monday, December 22 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

##### **Christmas Observance**

Wednesday, December 24 - December 25 | Sanitation & Recycling Will Be Delayed

##### **New Years Observance**

Thursday, January 1 | Sanitation & Recycling Will Be Delayed

##### **First Friday Concert: 7 Sharp 9**

Friday, January 2 | 7:00 - 9:00 p.m. | Cultural Arts & Community Center

## **K. Board Appointments**

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

### **1. 2025-339: Downtown Development Authority**

A motion to Approve the reappointment of Lauren Summers to the DDA, with a term to expire 12/1/2029

RESULT: APPROVED [UNANIMOUS]

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Cheek, Hixson, Bare, Myers, Gaynor

### **2. 2025-340: Norcross Housing Authority**

A motion to Approve the Reappointment of Pam Hopper and Melissa Leedy, with a term expiration of 12/1/2030.

RESULT: APPROVED BY MAYOR NEWTON

### **3. 2025-341: Norcross Public Arts Commission**

A motion to Approve the reappointment of Michael MacManus, with a term expiration of 12/1/2028.

RESULT: APPROVED [UNANIMOUS]

MOVER: Josh Bare, Councilmember

SECONDER: Bruce Gaynor, Councilmember

AYES: Cheek, Hixson, Bare, Myers, Gaynor

## **L. Consent Agenda**

A motion to Approve the Consent Agenda.

RESULT: APPROVED [UNANIMOUS]

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Cheek, Hixson, Bare, Myers, Gaynor

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

A motion to Approve/Deny the Adoption of the Buford Highway Safe Streets for All (SS4A) Safety Action Plan created by the City of Doraville.

RESULT: APPROVED [UNANIMOUS]

MOVER: , Councilmember

SECONDER: , Councilmember

AYES: Cheek, Hixson, Bare, Myers, Gaynor

**2. 2025-328: Public Safety Building – Motorola 911 Radio Equipment Agreement**

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

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: , Councilmember*

*SECONDER: , Councilmember*

*AYES: Cheek, Hixson, Bare, Myers, Gaynor*

**3. 2025-281: GEMA Cybersecurity Grant Opportunity**

A motion to approve/deny acceptance of the previously awarded FY22 State and Local Cybersecurity Grant Agreement with GEMA/HS for \$417,000, requiring the City to allocate the full amount upfront, with 90% reimbursed, resulting in a net City cost of \$41,700 (10% match).

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: , Councilmember*

*SECONDER: , Councilmember*

*AYES: Cheek, Hixson, Bare, Myers, Gaynor*

**4. 2025-326: Residential Decorative Streetlighting**

A motion to approve/deny continuing the replacement of decorative streetlights with matching LED fixtures, replacing acorn lights with acorn fixtures and colonial lights with colonial fixtures, and to install light-blocking shields on all new residential LED decorative streetlights to direct illumination toward the street and away from adjacent homes.

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: , Councilmember*

*SECONDER: , Councilmember*

*AYES: Cheek, Hixson, Bare, Myers, Gaynor*

**5. 2025-319: Accept and Appropriate Grant Funds from Norfolk Southern**

A motion to Approve/Deny the acceptance 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
2. Cultural Arts Center Improvements.

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: , Councilmember*

*SECONDER: , Councilmember*

*AYES: Cheek, Hixson, Bare, Myers, Gaynor*

**7. 2025-323: Policy on Use of Artificial Intelligence (AI)**

A motion directing the City Manager, in coordination with the City Attorney, to develop a proposed policy for City Council's consideration regarding the use of Artificial Intelligence (AI) by City employees.

**8. 2025-329: Adopt Publication of News and Newsletters Using RoughDraft Publication**

A motion to Approve/Deny 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.

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: , Councilmember*  
*SECONDER: , Councilmember*  
*AYES: Cheek, Hixson, Bare, Myers, Gaynor*

**M. Items for Discussion**

**6. 25-7453: Ability to Vote on Select Items at Policy Work Sessions**

A motion to approve the ordinance amending Section 2-36 of the City Code, as presented, to allow the City Council to vote on select items at its monthly Policy Work Session, to commence at the January 20 Policy Work Session.

RESULT: MOTION FAILED [2:3]  
MOVER: Matt Myers, Councilmember  
SECONDER: Marshall Cheek, Mayor Pro Tem  
AYES: Myers, Cheek  
NAYS: Bare, Gaynor, Hixson

**N. Adjourn in memory of**

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

Councilmember Myers motioned to adjourn to executive session for real estate at 9:09 pm, seconded by Councilmember Gaynor. The vote was unanimous.

**P. Signed by \_\_\_\_\_ Mayor Craig Newton**

**Q. Attest \_\_\_\_\_ Monique Philip, City Clerk**

[MEET\_FOOT]