

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, December 15, 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/180/media>

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

* Solid Waste Recycling – Steve Edwards

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

There are no board appointments or reappointments for the Mayor & Council to consider at this time.

H. Items for Discussion**1. 2025-361: Expanded Downtown Parking Planning and Design**

Review and comment on planning and design progress for the Expanded Downtown Parking Project to complete 60% design.

Attachments:

1. Agenda Report - Expanded Downtown Parking Planning and Design
2. PG&T Commission and Tree Board input to Project
3. Updated Concept Rendering
4. 40% Design Plans
5. Demo Plan

2. 2025-360: Updates to the 2045 Comprehensive Plan

A recommendation to approve the proposed updates to the Comprehensive Plan.

Attachments:

1. Agenda Report - Updates to the 2045 Comprehensive Plan
2. Vision Section of the Comprehensive Plan- Tracked Changes
3. Vision Section of the Comprehensive Plan- Updates Incorporated
4. Future Development Map
5. Pop Up Summary

3. 2025-325: City Council Appeal of ARB Approval of COA2025-037

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

Attachments:

1. Agenda Report - City Council Appeal of ARB Approval of COA2025-037
2. Updated Site Plan
3. COA2025-037 ARB Agenda Packet - 9.30.25
4. ARB Meeting Minutes - 9.30.25
5. Appeal Letter
6. Letters of Support
7. Applicant Constitutional Objections

- 4. 2025-358: Adoption of the Norcross Public Arts Commission Bylaws**
Adopt the proposed Norcross Public Arts Commission (NPAC) Bylaws to formalize the commission's operational structure, governance procedures, membership standards, and defined responsibilities consistent with municipal policies and City Charter authority.
Attachments:
 1. Agenda Report - Adoption of the Norcross Public Arts Commission Bylaws
 2. NPAC Draft Bylaws _ 12.10.2025
- 5. 2025-357: Budget Amendment for Norcross Elementary Paint Love Mural Sponsorship**
Approve a budget amendment reallocating \$2,000 for the Norcross Elementary School Paint Love mural project, with funding to come from the Mayor and Council Contingency Fund.
Attachments:
 1. Agenda Report - Budget Amendment for Norcross Elementary Paint Love Mural Sponsorship
 2. CON Community Request for Funding Form
 3. Norcross Elementary Mural Project - Paint Love
 4. Wall Photo View 1
 5. Agenda Report - NES – Seeking Sponsorship for Paint Love Mural
- 6. 2025-410: Award of Contract for Lillian Webb Park Railing**
Approve the award of a contract for the Lillian Webb Park railing between the City of Norcross and CGS LLC.
Attachments:
 1. Agenda Report-Award of Contract for Lillian Webb Park Railing
 2. Evaluation Summary – RFP PW 26-01
 3. Contract Agreement – CGS LLC
 4. RFP PW 26-01 Packet
- 7. 2025-327: Amendment to Purchasing Provisions within the Norcross Code of Ordinances and Financial Policy**
To approve amendments to the City of Norcross Financial Management Policies and corresponding amendments to Sections 16-75 and 16-76 of the Norcross Code of Ordinances.
Attachments:
 1. Agenda Report - Amendment to Purchasing Provisions within the Norcross Code of Ordinances
 2. Redlines Sec.16_75_Competitive bidding required
 3. Ordinance 16-76 16-76 Amendments
 4. Section III – City of Norcross Financial Policy : Purchasing (Redlined)
 5. Section III – City of Norcross Financial Policy : Purchasing (Draft)

8. 2025-359: Abandonment of City Right of Way on Lawrenceville Street

Authorize the City's abandonment of the alleyway located adjacent to 372 Lawrenceville Street, Norcross, Georgia, 30071(Parcel ID R6242 006) pursuant to O.C.G.A. § 32-7-1 et seq.

Attachments:

1. Agenda Report - Abandonment of City Right of Way on Lawrenceville Street
2. Letter from Adjacent Property Owner
3. Resolution Authorizing Abandonment

9. 2025-411: City Financing of the DDA Acquisition's of 9 South Peachtree Street

Approve City financing of the Downtown Development Authority's acquisition of 9 South Peachtree up to one-million, four hundred thousand dollars (\$1,400,000.00) and to authorize the Mayor's execution of an intergovernmental contract and loan documents to finalize the transaction as presented.

Attachments:

1. Agenda Report - City Financing of the DDA Acquisition's of 9 South Peachtree St.
2. Intergovernmental Agreement
3. Note
4. Security Deed

10. 2025-412: Intergovernmental Agreement with the Downtown Development Authority regarding 80 and 94 Wingo Street.

Approve an Intergovernmental Agreement with Downtown Development Authority concerning the allocation of net proceeds and subdivision of properties located at 80 and 94 Wingo Street.

Attachments:

1. Agenda Report - IGA with the DDA regarding 80 and 94 Wingo Street
2. Intergovernmental Agreement
3. Parking Easement

11. 2025-413: Election of Mayor Pro Tempore for 2026

Approve the annual election of the Mayor Pro Tem for 2026.

Attachments:

1. Agenda Report - Election of Mayor Pro Tempore for 2026

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: 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: December 15, 2025 – Policy Work Session (PWS)

Item No.: 2025-361

Title: Expanded Downtown Parking Planning and Design

CC: Eric Johnson, City Manager

Recommendation

Review and comment on planning and design progress for the Expanded Downtown Parking Project to complete 60% design.

Background

Columbia Engineering is under contract to create concepts, surveys, 60% planning and design, and cost estimates for a future expanded downtown parking project. To date, several iterations of concepts and plans have been developed and updated for ongoing review.

The following is a list of notable actions taken to date:

- Brief to Council on April 21, 2025-concept rendering
- Brief to Council on May 19, 2025-updated rendering
- Brief to Council on June 16, 2025-refined and updated rendering
- Brief to PG&T Board on June 25, 2025-gathered concerns and input
- Brief to Tree Board on July 9, 2025-gathered concerns and input
- Brief to Council on August 4, 2025-provided feedback from boards and rendering revision 6. Council approved revision 6 for civil design planning.
- Brief to Council on October 20, 2025-update on civil P&E
- Site and terrain walk on November 7, 2025, with PG&T and Tree Boards

As a result of the site and terrain walk, a combined response from both PG&T and the Tree Board were received for consideration. The complete response is attached (6 pages) and briefly summarized below:

- Link all Tree islands with structural soil or Silva Cells to create continuous root zones and support large canopy species. (Staff Comment: we can do this where it makes sense, probably not all due to topography and costs)
- Convert 2–3 selected islands to bioretention basins with engineered soil and native vegetation for visible infiltration and education. (Staff Comment: Concur)
- Extend permeable paving northward from Skin Alley into one primary parking bay to increase infiltration and reduce surface heat. (Staff Comment: this will be priced as options for cost estimate)

- Add irrigation infrastructure in shared trenches with electrical conduits to ensure long-term tree establishment and reduced maintenance cost. (Staff Comment: Concur)
- Install shade structures over the brick plaza and key pedestrian zones to improve thermal comfort and civic usability. (Staff Comment: Should be addressed, but not as part of this construction project)
- Add Art (statues, etc., were feasible) for enjoyment and aesthetics. (Staff Comment: Should be addressed, but not as part of this construction project)
- Add interpretive signage and QR-linked displays describing shade, stormwater, and pollinator benefits. (Staff Comment: Should be addressed, but not as part of this construction project)
- Prepare a 20-year canopy projection map verifying Tree Canopy Coverage Standard (TCCS) compliance and identify canopy replacement intervals. (Staff Comment: Intent is that trees selected will provide the best projected canopy possible based on species. This can be mapped/rendered)
- Install 6-foot landscape strip between City Hall and Plaza. (Staff Comment: This is proposed for council approval in plans)

The concept rendering version 6 approved by Council showed 70 gained parking spaces. After survey and adherence to Norcross landscape code, we are now at 63 gained parking spaces.

Financial Impact

There are no formal cost estimates at the time. Pending Council's approval/guidance of 40% design, construction cost estimates will be formulated in January 2026.

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

- PG&T Commission and Tree Board input to Project
- Updated Concept Rendering
- 40% Design Plans
- Demo Plan



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: David Versel, Economic Development Director
Presentation by Kimley-Horn Staff

Meeting Date: December 15, 2025 - Policy Work Session (PWS)

Item No.: 2025-360

Title: Updates to the 2045 Comprehensive Plan

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

Recommendation

Approval of the proposed updates to the Comprehensive Plan.

Background

The City of Norcross retained Kimley-Horn in May 2025 to update its 2045 Comprehensive Plan. Unlike the 2024 update, this update was not intended to be a complete overhaul of the plan. The intent was to review Character Area boundaries and narratives to identify how they could better align with the City's vision.

Kimley-Horn completed a full draft of the plan update on November 17, 2025. A public hearing on the plan update was held at the December 3, 2025 Planning & Zoning Board meeting, and the P&Z Board voted 4-0 to recommend approval of the proposed updates as presented by Staff.

The plan update will be on the agenda for the December 15 Policy Work Session. In preparation for this meeting, Staff reviewed the plan update to document key recommended changes from the currently adopted plan document. This memorandum summarizes the recommended changes in the plan.

The Planning and Zoning Board recommended **APPROVAL** of the proposed 2045 Comprehensive Plan Amendment. There were public comments about clarification on height limitations in certain character areas and the consultants have addressed the concerns.

No substantive changes have been recommended to the Visions, Goals, and Policies section of the plan. Recommended changes instead focus on the boundaries and narratives of some of the character areas and minor adjustments to the recommended land uses. Survey results may be found [here](#). ([Norcross Comprehensive Planning | Norcross, GA - Official Website](#)) under Community Survey.

A summary of these changes follows.

Character Area Changes

- Character Area 1 – Atlantic/Peachtree Industrial Boulevard:
 - The boundary of this character area has been amended to shift parcels located south of Holcomb Bridge Road from Character Area 2 into this area.
 - Proposed changes to the narrative for this character area would lower allowable densities to the areas adjacent to single-family residential neighborhoods in Character Areas 4 and 5.
- Character Area 2 – Medlock/Peachtree Industrial Boulevard:
 - As noted above, parcels to the south of Holcomb Bridge Road have been shifted to Character Area 1.
 - Along the north side of Holcomb Bridge Road, the lower density residential and commercial properties to the west of Queens Court have been shifted from this area into Character Area 4.
 - Proposed narrative changes would encourage the retrofitting and infill of developed sites in this area rather than complete redevelopment.
- Character Area 3 – Pinckneyville: NO CHANGES
- Character Area 4 – North Peachtree Street Neighborhoods:
 - As noted above, some parcels along the north side of Holcomb Bridge Road have been shifted from Character Area 2 into this area.
 - The medium-density residential and industrial properties along Langford Drive north of Cole Court have been shifted from this area into Character Area 8.
 - Proposed narrative changes encourage the use of Accessory Dwelling Units (ADUs) to promote flexibility for property owners without altering the overall low-density character of this area.
- Character Area 5 – Hopewell Woods:
 - Proposed narrative changes for this area would remove the prohibition on multifamily development to the west of West Peachtree Street but would still limit new residential development to medium density levels (below to 12 units/acre).
- Character Area 6 – BuHi/Carter Activity Center has been expanded to shift properties outside of the historic district along South Peachtree Street from Character Area 7A into this area. As noted below, parcels fronting on Buford Highway to the north of Norcross-Tucker Road have been shifted into Character Area 7B.
- Character Area 7 – Town Center: This area has been split into two subareas to better reflect the distinction between the city's historic downtown core and the redeveloping Buford Highway corridor. For each of these recommended sub-areas, the following adjustments to their boundaries are proposed:
 - Character Area 7A – Historic Downtown Norcross:
 - As noted above, this area has been adjusted to better align with the historic district, with several commercial parcels along South Peachtree Street to the south of Norcross-Tucker Road shifted into Character Area 6
 - The narrative emphasizes the importance of maintaining the historic, small-town character of this area and limits residential development to medium density levels (below 12 units per acre).
 - Character Area 7B – BuHi District:
 - Parcels fronting on Buford Highway between Norcross-Tucker Road and Beaver Ruin Road have been shifted from Character Areas 6 and 9 into this area.
 - The narrative clarifies that this district is intended to promote mixed-use development with higher densities along Buford Highway but lower densities closer to the historic downtown core.
 - The narrative also includes text aimed at preserving legacy businesses that are compatible with the city's vision for Buford Highway while transitioning away from auto-oriented uses.

- Character Area 8 – Langford Road Industrial Center:
 - As noted above, the medium-density residential and industrial properties along Langford Drive north of Cole Court have been shifted from Character Area 4 into this area.
 - The narrative removes previous references to loft-style housing and live-work opportunities, as this area's industrial character is not compatible with residential uses.
- Character Area 9 – Summerour:
 - As noted above, parcels fronting on Buford Highway south of Beaver Ruin Road have been shifted into Character Area 7B from this area.
- Character Area 10 – South Cemetery Street: NO CHANGES
- Character Area 11 – South Norcross Neighborhoods: NO CHANGES
- Character Area 12 – I-85 Activity Center:
 - The previous narrative referenced proposals for high-capacity transit that had been planned by Gwinnett County and the proposed annexation and redevelopment of the OFS campus. Since these proposals are no longer active, the narrative for this area has been adjusted accordingly.

Changes to Recommended Land Uses and Definitions

The draft plan update recommends the following adjustments to the Land Uses by Character Area table and related definitions:

- The definition of Mixed-Use is proposed to be amended to allow this category to include adjacent uses on the same parcel and not just vertically-stacked mixed-use developments.
- The category of Skilled Nursing Facilities has been removed from the table, as it was deemed to be a too specific of a land use category to be considered as part of the Comprehensive Plan.
- In Character Area 1, Heavy Commercial uses are recommended to be allowed in the areas along Pacific Boulevard and Peterson Place that are currently zoned exclusively for industrial and commercial uses.
- Two changes are recommended for Character Area 7B to reflect its separation from Character Area 7A:
 - Regional-level commercial or office uses of 50,000 sq. ft. or more would be permitted, as they are compatible with the higher-intensity vision for Buford Highway.
 - Similarly, High-Density Residential uses in excess of 12 units per acre would be permitted throughout this character area.

Financial Impact

N/A

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

NA – this agenda item pertains to the Comprehensive Plan itself

Attachments

1. Vision Section of the Comprehensive Plan- Tracked Changes
2. Vision Section of the Comprehensive Plan- Updates Incorporated
3. Future Development Map
4. Pop Up Summary



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AGENDA REPORT

To: Mayor and Council

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

Meeting Date: December 15, 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, approved 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

Updated Site Plan

COA2025-037 ARB Agenda Packet -9.30.25

ARB Meeting Minutes - 9.30.25

Appeal Letter

Video (not available on-line)

Letters of Support

Applicant Constitutional Objections

UPDATE:

Council concluded the public hearing and the applicant consented to waive the 30 day decision requirement. The applicant has submitted plans which are attached to this report. Staff, the applicant, and neighbors met on site to inspect the property and the retaining wall on the Barton Street right of way.

Council will be required to render an opinion on January 5, 2026. No public hearing will be required.



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: Elizabeth Simpson, Norcross Public Arts Commission

Meeting Date: December 15, 2025 – Policy Work Session (PWS)

Item No.: 2025-358

Title: Adoption of the Norcross Public Arts Commission Bylaws

CC: Eric Johnson, City Manager

Recommendation

Adopt the proposed Norcross Public Arts Commission (NPAC) Bylaws to formalize the commission's operational structure, governance procedures, membership standards, and defined responsibilities consistent with municipal policies and City Charter authority.

Background

The Norcross Public Arts Commission (NPAC) was established by Mayor and Council under the governing authority provided in Section 3.11 of the City Charter, which permits the creation of municipal boards and commissions and authorizes the adoption of bylaws, rules, and procedures necessary for their operation. NPAC supports arts programming, advances public art planning initiatives, facilitates community partnerships, and enhances cultural engagement within the City of Norcross.

As NPAC's activities and community engagement efforts have expanded, the need for formally approved bylaws has been identified to ensure consistent governance, operational clarity, transparency, and alignment with established municipal practices. The proposed bylaws elaborate and formalize NPAC's existing structure by defining membership procedures, officer roles and terms, internal governance expectations, and financial oversight requirements that align with City administrative processes and municipal budget controls.

The bylaws were drafted in collaboration with City staff and NPAC to reflect the commission's current operational needs and were sent to Legal for review to ensure consistency with the City Charter and the structural framework used for other advisory commissions under the City Code. Following internal review, NPAC has recommended adoption by Mayor and Council.

Financial Impact

N/A

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

1. Continues to define Norcross' sense of place
6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Proposed NPAC Bylaws



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: Councilmember Matt Myers

Meeting Date: December 15, 2025 – Policy Work Session (PWS)

Item No.: 2025-357

Title: Budget Amendment for Norcross Elementary Paint Love Mural Sponsorship

CC: Eric Johnson, City Manager

Recommendation

Approve a budget amendment reallocating \$2,000 for the Norcross Elementary School Paint Love mural project, with funding to come from the Mayor and Council Contingency Fund.

Background

In September 2025, Norcross Elementary Art Teacher and former NPAC board member Bobbie Adamczyk submitted a sponsorship request for a new Paint Love mural at Norcross Elementary School. The request was placed on the September Policy Work Session agenda and advanced to the November Regular Council Meeting for approval.

NPAC's role in the project was supportive, recognizing the mural's community value, but its fiscal-year budget had already been allocated to previously approved projects and did not include capacity for an additional \$2,000 expenditure.

Upon approval at the October Regular Council Meeting, the sponsorship was allocated to NPAC's budget. A budget amendment reallocating \$2,000 from the Mayor and Council Contingency Fund will align the funding source with the original intent and ensure the project proceeds without impacting NPAC's existing fiscal commitments.

Financial Impact

\$2,000 to be funded from the Mayor and Council Contingency Fund.

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

CON Community Request for Funding Form
Norcross Elementary Mural Project – Paint Love
NES Wall Photo
Agenda Report – October 7 RCM
Budget Amendment



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: Charlene Marsh, Procurement & Capital Projects Manager

Meeting Date: December 15, 2025 – Policy Work Session (PWS)

Item No.: 2025-410

Title: Award of Contract for Lillian Webb Park Railing

CC: Eric Johnson, City Manager
Len Housley, Director of Public Works

Recommendation

Approve award of contract for Lillian Webb Park railing between the City of Norcross CGS LLC.

Background

Funding was included in the adopted FY26 capital improvement plan for Lillian Webb Park replacement railing. The structure was first constructed between 2009-2011, and the city has hired contractors over the years to make small repairs. Complete removal and replacement were recommended out of concern for public use.

The project is intended to increase the structure's lifespan. The scope includes mobilization, removal of existing railing, construction of new railing, and finishing/clean up (to include protective coatings and compliance with all applicable codes and safety standards) for approximately 1,400 linear feet.

The Public Works department issued a request for proposals (RFP PW 26-01), and submissions were due on Friday, December 5, 2025, at 11:00 a.m. The city received 2 responsive proposals (1 non-responsive). An evaluation committee comprised of City staff reviewed and scored the proposals based on the following criteria:

- Experience & Qualifications – up to 20 points
- Project Approach – up to 25 points
- References – up to 15 points

Following the committee's review, weights were allocated to each firm's score based on the sealed cost proposal (maximum of 40 points). Final scores were calculated based on a combination of the technical proposal scores and the cost proposal score. CGS LLC received the highest total score and is recommended for the contract award. An evaluation summary is provided.

Financial Impact

\$103,840 (\$120,000 in FY26 funds are budgeted in SPLOST—Recreation)

Consistent with Comprehensive Plan?

1. Continues to define Norcross' sense of place

Attachments

Evaluation Summary – RFP PW 26-01

Contract Agreement – CGS LLC

RFP PW 26-01 Packet



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: December 15, 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 To approve amendments to the City of Norcross Financial Management Policies and corresponding amendments to Sections 16-75 and 16-76 of the Norcross Code of Ordinances.

Background The City of Norcross, 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.

After review of policies of other municipalities, such as Gwinnett County, City of Lilburn, City of Peachtree Corners, and City of Brookhaven, these amendments to the policy will further align the City of Norcross to increase efficiency, ensure transparency, and achieve the best value for taxpayers, promoting fairness for diverse businesses. Furthermore, these amendments will help the city to adhere to updated state laws and build public trust.

Financial Impact None

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

Redlines Sec.16_75_Competitive bidding required

Ordinance 16-76 16-76 Amendments

Section III – City of Norcross Financial Policy: Purchasing (Redlined)

Section III – City of Norcross Financial Policy: Purchasing (Draft)



Mayor: Craig Newton • Mayor Pro Tem: Marshall Cheek • Councilmember: Andrew Hixson • Councilmember: Bruce Gaynor
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AGENDA REPORT

To: Mayor and Council
From: Helen Balch, Director of Community Development
Meeting Date: December 15, 2025 - Policy Work Session (PWS)
Item No.: 2025-359
Title: Abandonment of City Right of Way on Lawrenceville Street
CC: Eric Johnson, City Manager

Recommendation:

Authorize the City's abandonment of the alleyway located adjacent to 372 Lawrenceville Street, Norcross, Georgia, 30071 (Parcel ID R6242 006) pursuant to O.C.G.A. § 32-7-1 *et seq.*

Background

This agenda item concerns the abandonment of an undeveloped city twenty (20) foot wide right of way that extends three hundred thirty-two (332) feet from the east side of Lawrenceville Street adjacent to 372 Lawrenceville Street (the "Subject Right of Way"). The abandonment is requested by the owner and developer of 372 Lawrenceville Street, who is in the process of redeveloping the adjoining parcel and wishes to develop the Subject Right of Way so it may be utilized within the site.

Adjoining portions to the Subject Right of Way appear to have been previously abandoned and the Subject Right of Way no longer connects to Buford Highway. Thus, the prospect of the right of way serving any future public purpose is doubtful. Should the City Council make a finding that abandonment is in the best interest of the public in accordance with Georgia Code Section 32-7-2 (c), the City needs to abandon the right of way as it is shown in the attached site plan, and as more accurately described in the attached legal description.

O.C.G.A. § 32-7-2(c) requires that the City Council make a finding that the removal of this portion of the Alleyway from public right of way is in the best interest of the public. Importantly, the right of way abandonment will not impact the property owners having access to Lawrenceville Street and Buford Highway. Each of these parcels will continue to have the existing access points along Lawrenceville Street and Buford Highway.

After abandonment, the City would explore selling the right of way to adjoining property owners in accordance with state law.

Financial Impact

None

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

1. Goal 1: Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced.
2. Goal 2: Continue to Strengthen Norcross as a Livable, Inclusive, and Safe Environment.

Attachments

- Survey
- Legal Description
- Letter from Adjacent Property Owner
- Resolution Authorizing Abandonment



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

Meeting Date: December 15, 2025 – Policy Work Session (PWS)

Item No.: 2025-411

Title: City Financing of the DDA Acquisition's of 9 South Peachtree Street

CC: Eric Johnson, City Manager

Recommendation

Approve City financing of the Downtown Development Authority's acquisition of 9 South Peachtree up to one-million, four hundred thousand dollars (\$1,400,000.00) and to authorize the Mayor's execution of an intergovernmental contract and loan documents to finalize the transaction as presented.

Background

The Downtown Development Authority (DDA) is under contract for the acquisition of 9 South Peachtree, Norcross, Georgia which includes three parcels, having the assigned parcel identification numbers of R6254 007, R6254A 024A, and R6254A 041. The DDA seeks to have its acquisition and closing costs financed through a loan from the City, particularly through a note and security deed.

The attached intergovernmental agreement, note, and security deed provide for the extension of up to one-million, four hundred thousand dollars (\$1,400,000.00) in a fifteen year note incurring interest at the per annum rate of 5.0 %. The IGA includes a provision that net proceeds from the sale of 9 S Peachtree will be applied to reduce this note's principal balance.

The DDA will service the debt with quarterly payments of interest only in year 1 and principal reduction beginning in year 2.

Financial Impact

The loan will be funded through the City's General Fund balance. Interest on the amount accrues at a higher rate of return than the depository interest rate.

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

Intergovernmental Agreement
Note
Security Deed



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

Meeting Date: December 15, 2025 – Policy Work Session (PWS)

Item No.: 2025-412

Title: Intergovernmental Agreement with the Downtown Development Authority regarding 80 and 94 Wingo Street.

CC: Eric Johnson, City Manager

Recommendation

Motion to approve Intergovernmental Agreement with Downtown Development Authority concerning the allocation of net proceeds and subdivision of properties located at 80 and 94 Wingo Street.

Background

The Downtown Development Authority (DDA) purchased two properties located on Wingo Street, 80 and 94 Wingo Street (PINs: R6254 193 & R6254 192, respectively). The DDA's acquisition was funded by a DDA general revenue bond made in association with an intergovernmental agreement with the City.

This IGA is proposed for two primary purposes: (i) to allow for the development and construction of parking facilities in the rear yard of the Wingo Street Parcels, and (ii) to allocate future interests and revenues associated with the DDA's disposition of the Parcels. First, the IGA provides the City with an easement allowing it to design, construct, and maintain parking facilities on the Wingo Street parcels, more particularly on the rear portions of the properties as they are adjacent to City Hall. This will provide the DDA and the City with certainty as parcels are assembled and designs finalized to expand parking opportunities in the City's downtown. A parking easement will be recorded to perfect the City's right to develop the property and for the public use of the property for parking. The easement is intended to be a short-term solution. The City enjoys the option to subsequently purchase the developed parking area for fair market value, as discussed in more detail below.

The IGA also provides for the parties' allocation of future interests in the Wingo Street properties, including the parking area. This allocation is based on each party's contribution to the bond payments over the course of the loan. A capital account will be maintained accounting for each party's payment of the bond obligations. Each party will be entitled to equity in the net proceeds based on its contributions to these obligations.

To execute its option to purchase the parking area at fair market value, the City has the right to use its contributions to the capital account. In doing so, the City's contribution to the capital account will be reduced on a dollar-for-dollar basis.

Total Bond Payments (both parties):	\$700,000
City Contribution:	\$500,000
DDA Contribution:	\$200,000

FMV of Parking Area and Offset:	\$300,000
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Adjusted City Contribution (City Contribution – Offset):	\$200,000
DDA Contribution (same):	\$200,000

Under the example above, the City uses \$300,000 its total bond servicing contribution (\$500,000) to acquire the parking area. The City's adjusted contribution is, thus, \$200,000 (\$500,000 - \$300,000). The DDA's remains the same. Accordingly, if the remaining portion of the Wingo Street properties were sold at that time, the DDA and the City's capital contributions are equal, and each would equally share in any net revenue realized.

Financial Impact

The IGA has no immediate financial impact. The City and DDA's obligations under the Bond remain the same as currently provided. This provision applies only to the distribution and allocation of future interests and current development rights.

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

Intergovernmental Agreement
Parking Easement



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

From: Mayor and Council

Meeting Date: December 15, 2025 – Policy Work Session (PWS)

Item No.: 2025-413

Title: Election of Mayor Pro Tempore for 2026

CC: Eric Johnson, City Manager

Recommendation

Approve the annual election of the Mayor Pro Tem for 2026.

Background

The Mayor and Council conduct an annual election to appoint a Councilmember to the position of Mayor Pro Tempore. The appointed individual serves in the absence of the Mayor and assumes all rights and privileges associated with the Office of the Mayor while fulfilling that role. The Mayor Pro Tempore continues to serve as an active voting Councilmember and holds the position at the pleasure of the Council. Deliberations regarding the appointment are discussed during the December Policy Work Session in Executive Session, and the official election is conducted during the Regular Council Meeting in January.

Financial Impact:

No financial impact.

Consistent with Comprehensive Plan?

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

Attachments

NA

Next Steps

NA