

# City of Norcross

*65 Lawrenceville Street*

*Norcross, GA 30071*



## Meeting Minutes

**Tuesday, November 18, 2025 6:00 PM**

**2nd Floor Community Room**

### **Regular Meeting**

**Jeff Hopper, Chair**

**Cindy Flynn**

**Naim Harrison**

**Bill McLees**

**Barbara Grayson**

**Livestream Here:**

**A. Call to Order****B. Roll Call****C. Approval of Previous Meetings Minutes****1. 2025-334: Presentation of Previous Minutes**

A motion to approve the minutes of the Architectural Review Board Meeting of October 21, 2025.

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: Jeff Hopper, Board Chair*

*SECONDER: Hugh Cooper, Board member*

*AYES: Hopper, Cooper, McLees, Grayson, Harrison*

**D. Unfinished Business****E. New Business****1. 2025-332: COA2025-047 5956 Goshen Springs Road**

- The Board Members briefly discussed the proposed EIFS (Exterior Insulation and Finish System) component to the new building, the floor layout and multi-tenant component, and landscaping. After a brief discussion, the ARB moved to vote on the request with staff's recommendations listed below:

A motion to approve the construction of a two-story office warehouse at 5956 Goshen Springs Road, with the following conditions:

1. 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.
2. The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance, if applicable.
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.

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: Barbara Grayson, Board member*

*SECONDER: Bill McLees, Board member*

*AYES: Hopper, Cooper, McLees, Grayson, Harrison*

**2. 2025-331: COA2025-048 408 Autry Street**

- The Board discussed the supplemental use standards and permit review.
- The applicant, Seth Gunning, discussed the location of the roof-mounted solar panel and the importance of the solar panel facing south year-round.

- After a brief discussion, the ARB moved to vote on the request with staff's recommendations below.

A motion to approve the addition of a roof-mounted photovoltaic/solar panel system to a single-family residence at 408 Autry Street, with the following conditions:

- o 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.
- o Any changes from the Architectural Review Board-approved component shall require ARB approval at another public hearing.
- o An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: Bill McLees, Board member*

*SECONDER: Barbara Grayson, Board member*

*AYES: Hopper, Cooper, McLees, Grayson, Harrison*

**3. 2025-333: Discussion and appointment of the Vice Chair and Secretary for the Architectural Review Board (ARB)**

A motion to appoint Barbara Grayson as Vice-Chair of the Architectural Review Board.

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: Jeff Hopper, Board Chair*

*SECONDER: Hugh Cooper, Board member*

*AYES: Hopper, Cooper, McLees, Grayson, Harrison*

**F. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**

**G. Adjourn**