

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Tuesday, December 16, 2025

6:00 PM

2nd Floor Conference Room

Architectural Review Board

Jeff Hopper, Chair

Hugh Cooper

Naim Harrison Bill McLees

Barbara Grayson, Vice Chair

A. Call to Order**B. Approval of Previous Meetings Minutes**

1. **2025-414: Presentation of Previous Minutes**
[Architectural Review Board RegularMeeting Minutes 11 18 2025](#)

C. Unfinished Business**D. New Business**

1. **2025-355: COA2025-051 - 831 South Peachtree Street**
The construction of a one (1) story, 20-foot-tall, 1,820-square-foot storage addition to the rear of an existing office building on a 0.35-acre lot.

Attachments:

1. COA2025-051_STAFF REPORT
2. COA2025-051_Application

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

1. **2025-356: Project Overview presented by Bruce Fernald**
<https://www.dropbox.com/scl/fi/5efye9qx3lk65ordv6d28/Norcross-Presentation-2025.12.08.pdf?rlkey=xcl1knnnxhtrljpfkyepvyxif&st=whad0n5e&dl=0>

Attachments:

1. The Station- Jefferson Plaza Zoning Plan (12-3-2024)

F. Adjourn

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

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



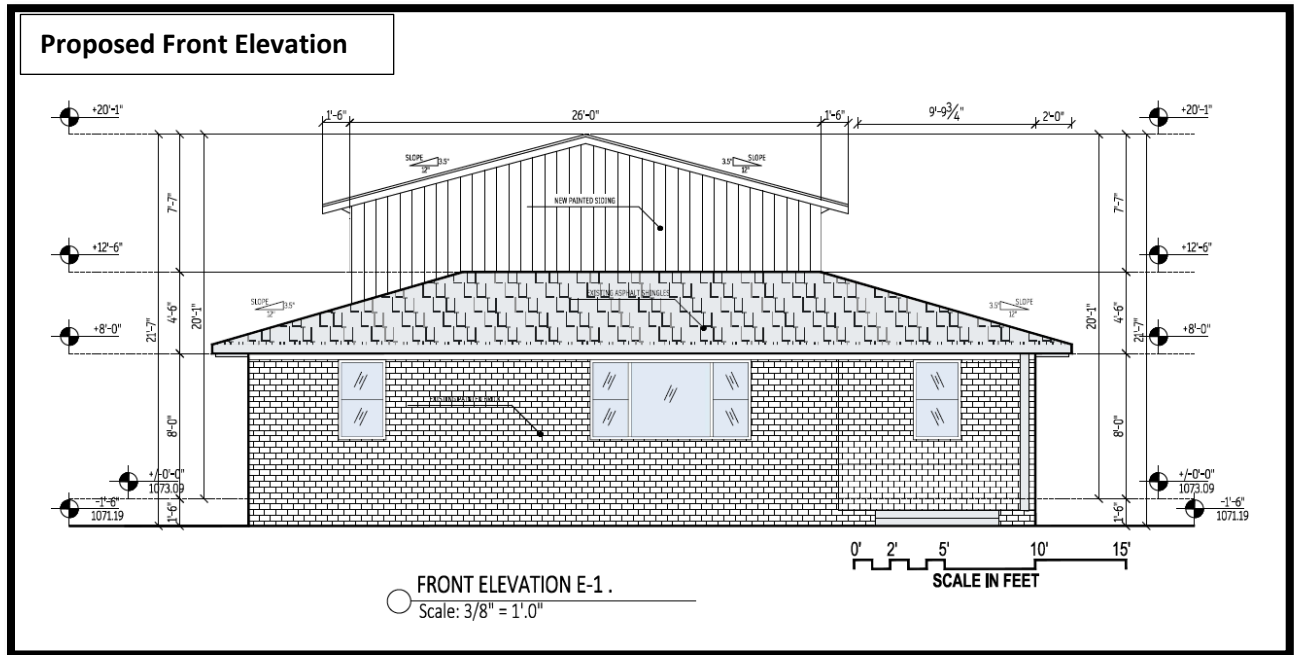
Certificate of Appropriateness

Case Number	COA2025-051
Hearing Date	December 16, 2025
Petitioner	Jonathan Nguyen
Property Location	831 South Peachtree Street
Current Zoning	OI (Office-Institutional)
Proposed Zoning	N/A
Proposed Structure	Storage Addition to an Existing Office Building
Character Area	Character Area 6: Buford Highway/Jimmy Carter Blvd Activity Center
Site Acreage	0.35 Acres
District	6
Land Lot	244
Parcel #	6244 138
Taxes Paid	N/A
Historic District	N/A

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

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

1. 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.



Description of Proposed Front Elevation:

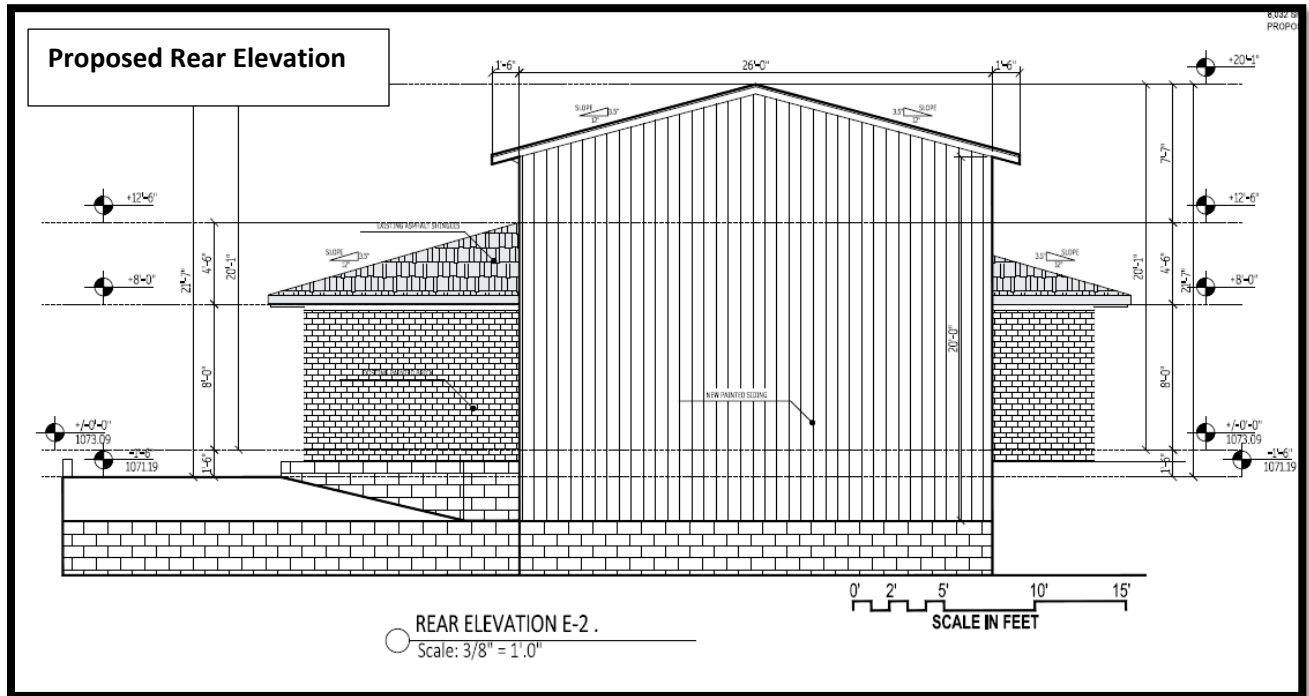
- The front façade of the rear addition will be visible from the right-of-way of South Peachtree Street, which has a proposed material of hardie-plank siding that will be painted gray to match the existing brick office building.

Applicable Building Standards

- Per Design Guideline 3.5.1.2, The façade of a building facing or visible from public right-of-way shall contain a combination of architectural treatments, windows, and doors such that the maximum allowable unbroken façade distance for each building or side of building visible from the right-of-way shall be 20 feet. Such controls shall pertain to both the vertical and horizontal elevations. All commercial buildings should have a distinguishable base and cornice for each level of the building.

Discussion Items/Considerations for the Proposed Front Facade:

- Should the addition be compatible to the existing office building in terms of scale, height, proportion, roof shape, material, style and color?

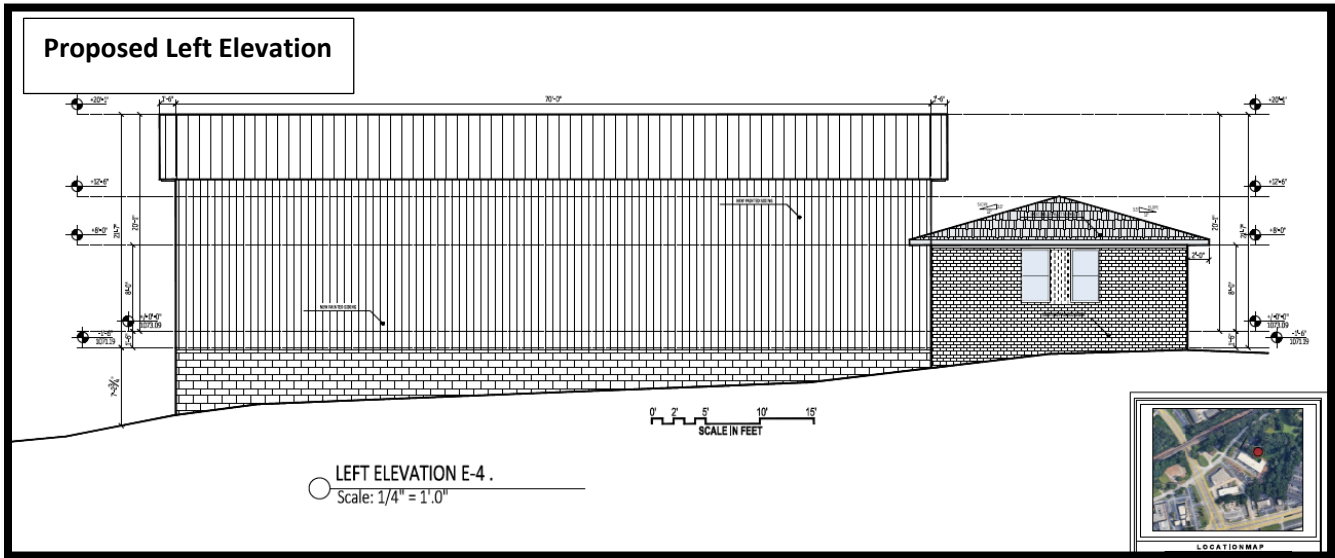
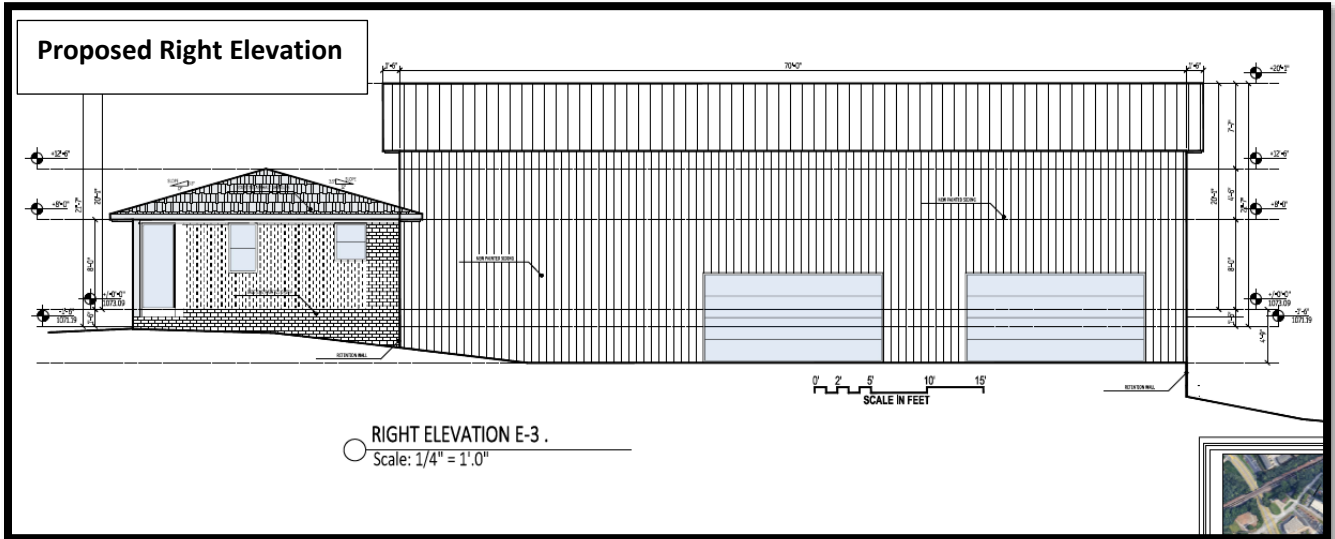


Description of Proposed Rear Elevation:

- The rear façade shows a proposed material of hardie-plank siding with a brick water table. According to the application, the hardie-plank siding will be painted gray to match the existing office building.

Discussion Item/Consideration

- Should the addition be compatible to the existing office building in terms of scale, height, proportion, roof shape, material, style and color?



Continue to Next Page

Description of the Proposed Right Elevation:

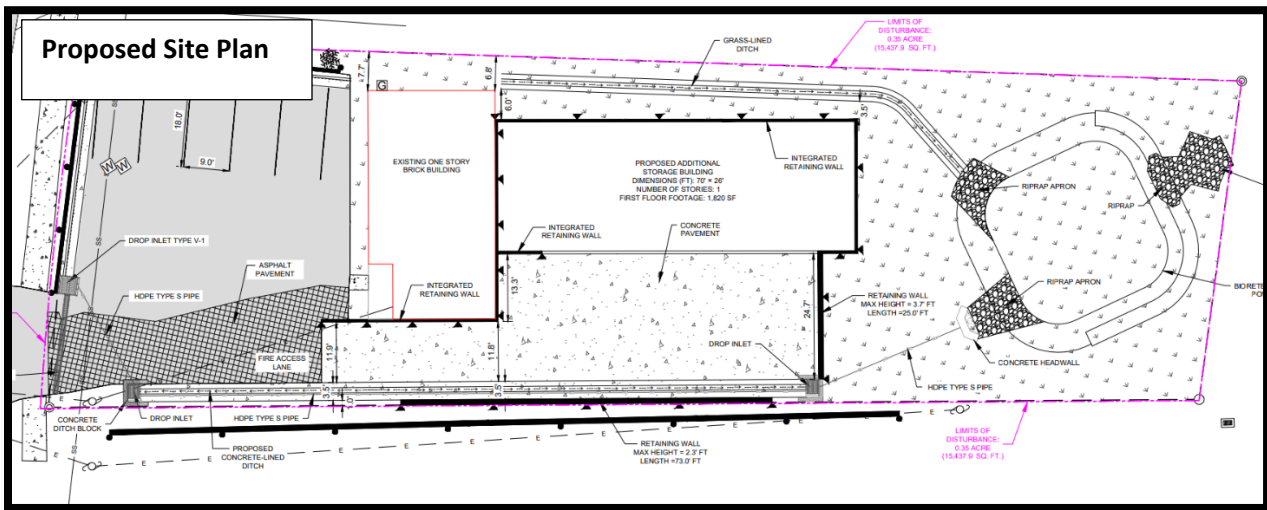
- The proposed right elevation shows hardie-plank siding which will be painted gray to match the existing office building. The right elevation shows two door (2) entry points into the storage building.
- **Discussion/Consideration Items:**
 - 1. Offer details about the materials being used for the storage doors on the right elevation; and
 - 2. Should a brick water table be added to the right elevation to match the proposed left and rear elevation?
 - Should the addition be compatible to the existing office building in terms of scale, height, proportion, roof shape, material, style, and color?

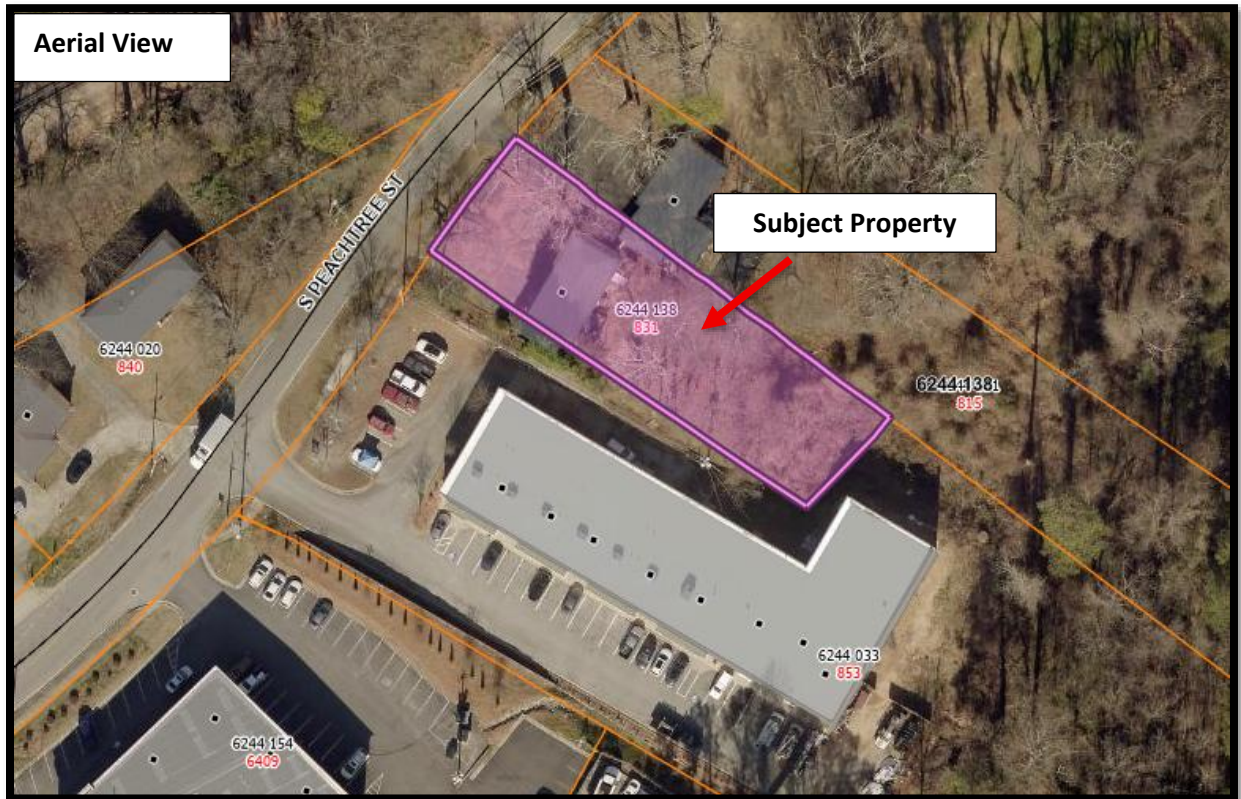
Description of the Proposed Left Elevation:

- The proposed left elevation shows hardie-plank siding which will be painted gray to match the existing office building. There is also a brick water table shown.
- **Discussion/Consideration Items:**
 - 1. Should the blank façade offer some kind of fenestration?
 - Should the addition be compatible to the existing office building in terms of scale, height, proportion, roof shape, material, style and color?

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors		
Trim	Black	Framed opening metal trim
Mortar		
Gutters		
Corner Board	Charcoal (dark gray)	Metal corner trim
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns		
Other Architectural Features		
Other Architectural		

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Gray	Brick on existing
Primary Façade:	Gray	5/16 Hardie Plank
Primary Façade: Third		
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:	Charcoal (dark gray)	PBR metal wall panel
Right Side:		
Right Side: Second	Black	Roof standing seam
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		





Summary of the applicant's proposal

The applicant seeks to construct a one (1) story, 20 foot tall, 1,820 square foot storage addition to the rear of an existing office building on a 0.35-acre lot. The proposed materials will consist of hardie plank siding and the proposed colors will be gray, charcoal gray, and black. The proposed gable styled roof will be metal standing seam. A brick water table is presented on the proposed left and rear elevations. The existing office building serves as a roofing contractor's office.

Proposed Site Plan

The applicant's proposed site plan shows the existing office building along with the 1,820 square foot addition attached to the rear. The addition meets the prescribed setbacks for an OI, Office-Institutional, property which are 0 feet for the side setbacks, and 15 feet for the rear setback. The overall impervious coverage for the subject property will need to adhere to the code's maximum of 60 percent. The addition will meet the maximum height allowance of 40 feet for a principal building situated on an OI zoned property. Per UDO Code Section 203-3.c.2, when an existing building, use or site is increased by more than 25 percent cumulatively, both the existing building, use or site and the additional floor area or site area must conform to the parking and loading requirements prescribed. The existing office and its respective square footage of 1,073.09 square feet will require at least three (3) spaces and the proposed warehouse with its respective square footage of 1,820 will require at least two (2) parking spaces. The subject property would meet the minimum parking requirements with five (5) parking spaces exactly.

Architectural and Site Design Standards

3.4.1.1

Approved roofing materials include metal standing seam; tile; slate; stone; shingles with a slate, tile or metal appearance with a minimum thirty-year life rating; and wood shake. Other materials to be approved on a case-by-case basis.

3.5.1.9

Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.5.2.9

All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials. Any buildings that would like to use other materials shall submit design to the ARB for approval.

3.5.1.2

The façade of a building facing or visible from public right-of-way shall contain a combination of architectural treatments, windows, and doors such that the maximum allowable unbroken façade distance for each building or side of building visible from the right-of-way shall be twenty (20) feet. Such controls shall pertain to both the vertical and horizontal elevations. All commercial buildings should have a distinguishable base and cornice for each level of the building.

Current zoning district for the property

The OI office-institutional district was established to provide a location for offices, institutions and limited related service activities in buildings of high character in attractive surroundings.



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address: 831 S Peachtree St, Norcross GA 30071	Lot #	Tax Parcel ID: R6244 138	
LANDOWNER OF RECORD			
If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.			
Name: Arise Roofing & Restoration, LLC		Phone: 404-200-5584	
Address: 831 S Peachtree St	City: Norcross	State: GA	Zip Code: 30071
APPLICANT			
Applicant Name: Jonathan Nguyen		Phone: 404-200-5584	
Company Name: Arise Roofing & Restoration LLC		Email: jon@ariseroofing.com	
Address: 831 S Peachtree St	City: Norcross	State: GA	Zip Code: 30071
DESCRIPTION OF PROJECT			
Project Type <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other project			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed:			
Interior renovation and construction of new attached storage building for existing office			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please list the board and reference number:			

OWNER'S SIGNATURE			
Signature:		Date: 2/24/25	
NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

Foundation Type: (Circle One)		
Slab	Crawl Space	Basement
Addition dimensions		
Building Dimensions:		
Width: 26'	Length: 70'	Height:* 20' eaves
Area Dimensions:		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch:	Rear Porch:
Patio:	Garage:	
Primary Roof System: (Circle One)		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 5/12 main roof		
Secondary Roof Pitch: 3.5/12 addition		
Additional Roof Pitch:		
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		



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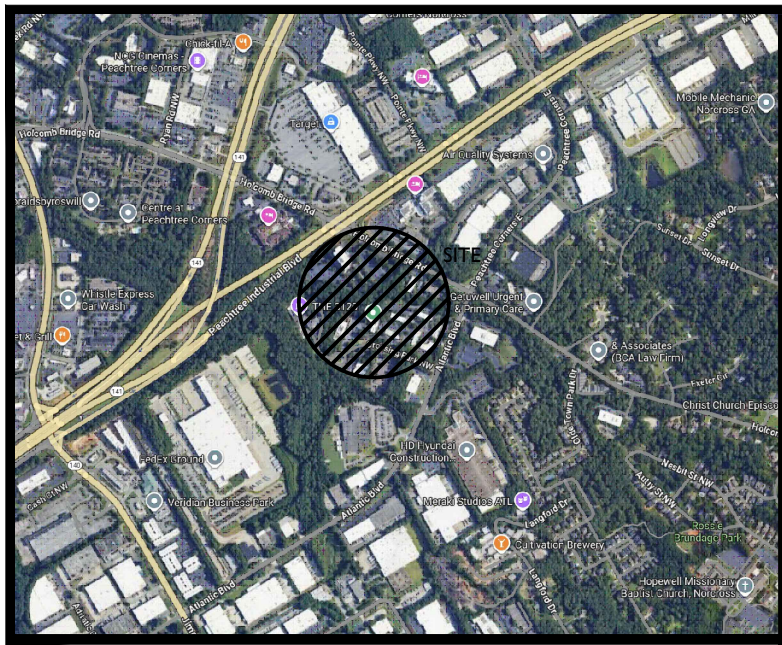
COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors		
Trim	Black	Framed opening metal trim
Mortar		
Gutters		
Corner Board	Charcoal (dark gray)	Metal corner trim
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns		
Other Architectural Features		
Other Architectural		



Certificate of Appropriateness Application

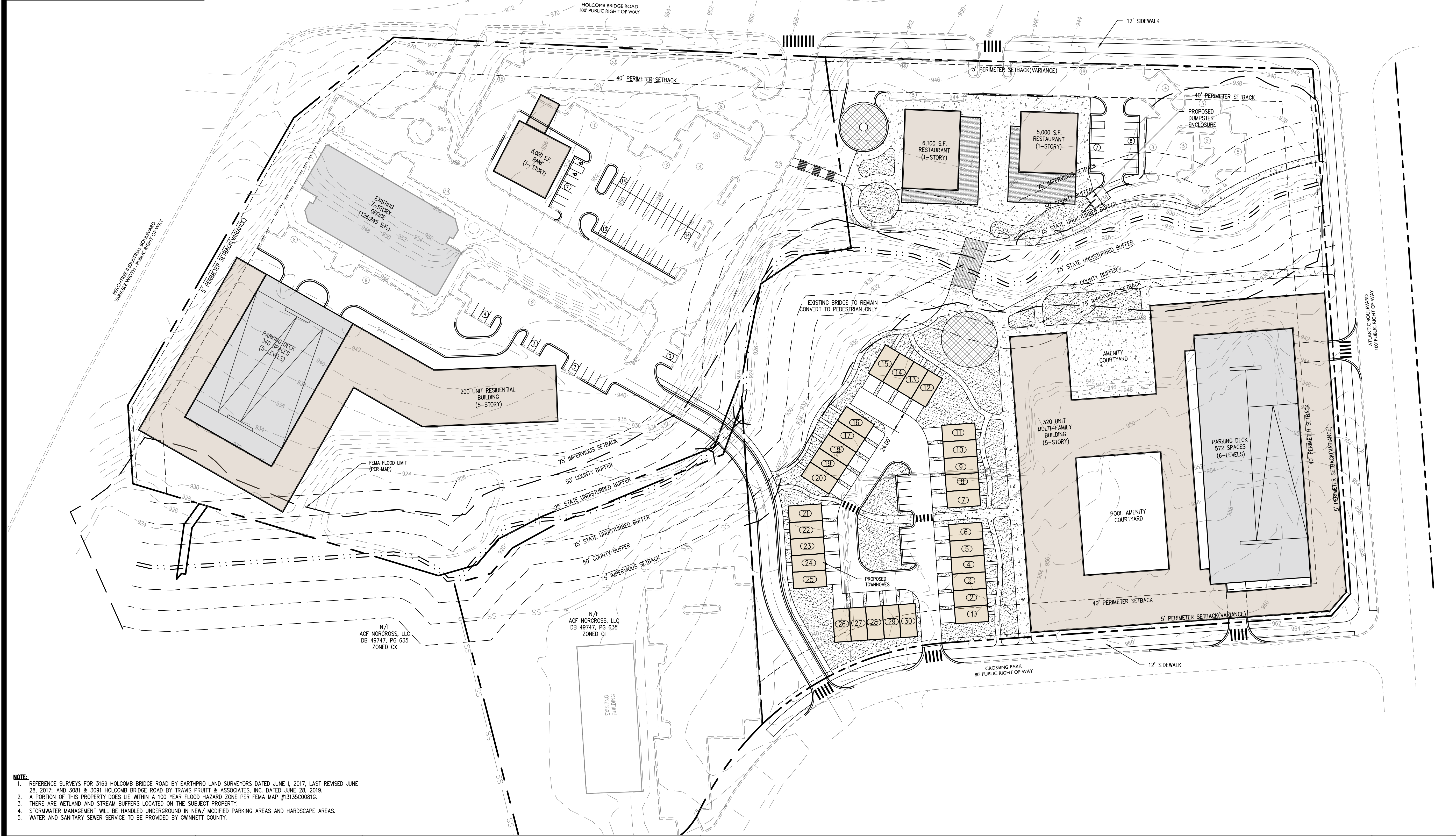
Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Gray	Brick on existing
Primary Façade:	Gray	5/16 Hardie Plank
Primary Façade: Third		
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:	Charcoal (dark gray)	PBR metal wall panel
Right Side:		
Right Side: Second	Black	Roof standing seam
Right Side:		
Right Side:		
Rear: First		
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Rear: Third		
Rear: Basemnt		



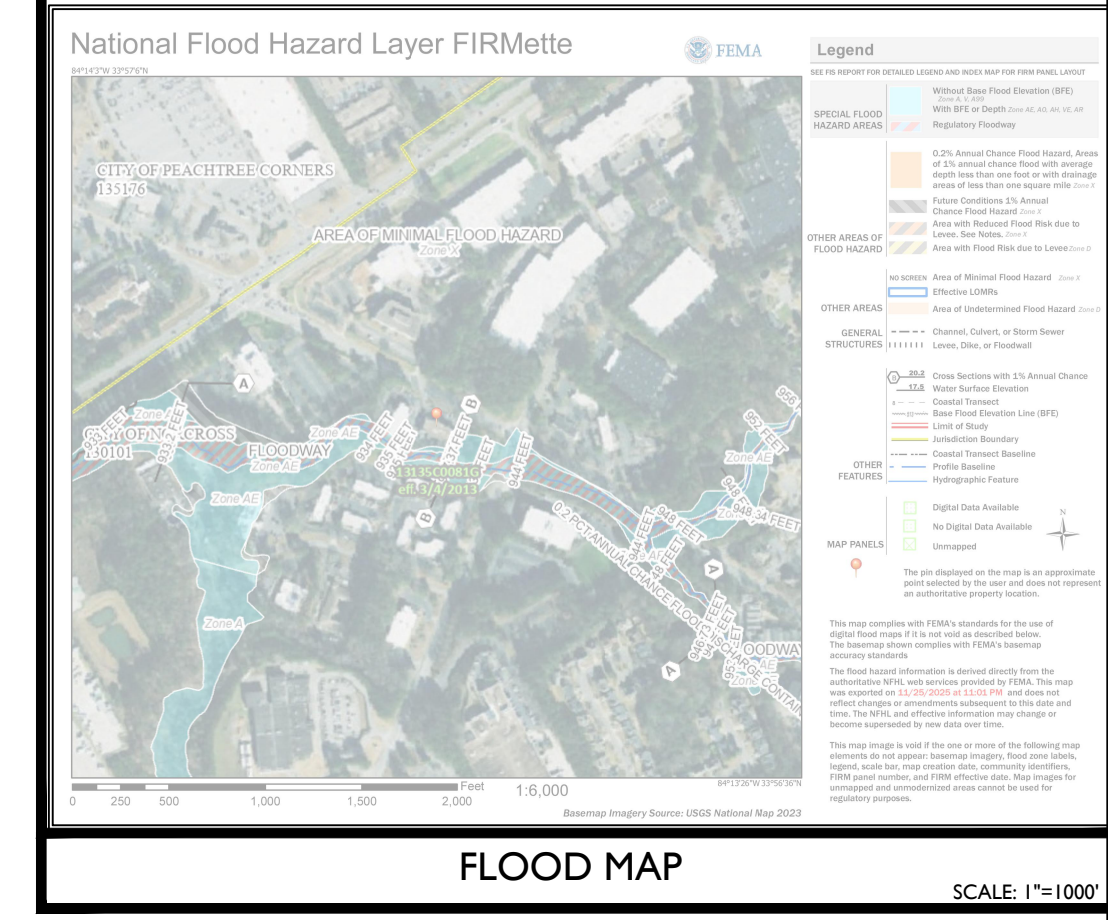
SITE LOCATION MAP

NTS



NOTE:
 1. REFERENCE SURVEYS FOR 3169 HOLCOMB BRIDGE ROAD BY EARTHPRO LAND SURVEYORS DATED JUNE 1, 2017, LAST REVISED JUNE 28, 2017; AND 3081 & 3081 HOLCOMB BRIDGE ROAD BY TRANS FRUITT & ASSOCIATES, INC. DATED JUNE 28, 2019.
 2. A PORTION OF THIS PROPERTY DOES LIE WITHIN A 100 YEAR FLOOD HAZARD ZONE PER FEMA MAP #13135C0081C.
 3. THERE ARE WETLAND AND STREAM BUFFERS LOCATED ON THE SUBJECT PROPERTY.
 4. STORMWATER MANAGEMENT WILL BE HANDLED UNDERGROUND IN NEW/ MODIFIED PARKING AREAS AND HARDSCAPE AREAS.
 5. WATER AND SANITARY SEWER SERVICE TO BE PROVIDED BY GWINNETT COUNTY.

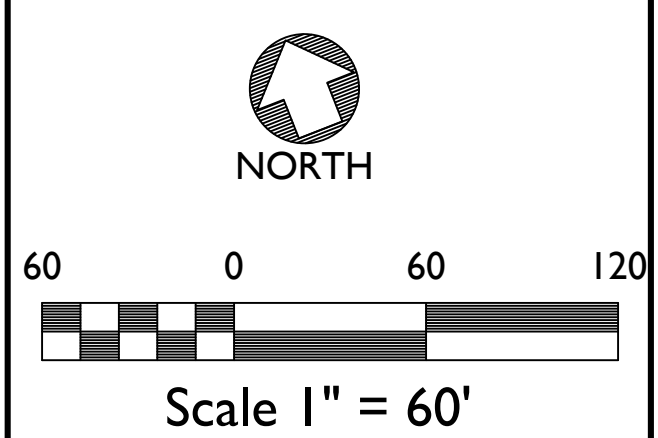
SITE DATA	
OWNER(S):	ICM (DC) JEFFERSON PLAZA LP 3155 ROSWELL RD., STE 330 ATLANTA, GA 30305
PARCEL ID:	GREENLEAF Q07 FLOOM LLC 3081 HOLCOMB BRIDGE RD STE A2 NORCROSS, GA, 30071
LAND LOT:	6274 017, 6274 024, 6274 045, 6274 016, 6274 022
DISTRICT:	174
TOTAL SITE AREA:	6TH
ZONING:	19.6351 ACRES
CURRENT ZONING:	OX
PROPOSED ZONING:	CX
PROPOSED USE:	OFFICE/BANK/RESTAURANT/MULTI-FAMILY RESIDENTIAL AGE-RESTRICTED RENTAL, AND TOWNHOME RESIDENTIAL
PERFORMANCE STANDARDS	
MINIMUM LOT AREA:	NONE
MINIMUM LOT WIDTH:	NONE
MINIMUM LOT FRONTAGE:	NONE
MINIMUM ROAD FRONTAGE PER LOT:	0'
MINIMUM FRONT YARD (FROM STREETS INTERIOR TO THE DEVELOPMENT):	0'
MINIMUM FRONT YARD (FROM EXTERIOR ROADWAYS):	40'
MINIMUM SIDE YARD:	0'
MINIMUM REAR YARD:	0'
MAXIMUM BUILDING HEIGHT (PER CLIP):	60'
MAXIMUM IMPERVIOUS COVERAGE:	80%
PERFORMANCE STANDARDS - MULTIFAMILY	
MAXIMUM DENSITY:	35 UNIT PER ACRE
MAXIMUM MULTIFAMILY UNITS:	125 UNITS
PROPOSED UNITS:	520 UNITS
PERFORMANCE STANDARDS - TOWNHOMES	
MAXIMUM DENSITY:	15 UNIT PER ACRE
MAXIMUM MULTIFAMILY UNITS:	294 UNITS
PROPOSED UNITS:	30 UNITS
PARKING & LOADING AREAS	
TOWNHOMES: 2 PER DWELLING UNIT + 1 SPACE PER 4 UNITS	30 UNITS TOTAL PARKING SPACES REQUIRED: 68 TOTAL PARKING SPACES PROVIDED: 130 SPACES (60 IN GARAGE, 60 IN DRIVEWAY)
OFFICE: 1 PER 400 SQ. FT. MIN	126,245 SQ. FT. / 400 = 316 SPACES TOTAL PARKING SPACES REQUIRED: 316 SPACES TOTAL EX. PARKING SPACES PROVIDED: 614 SPACES (274 SURFACE+340 DECK PARKING)
RESTAURANT: 1 PER 100 SQ. FT. MIN	11,500 SQ. FT. / 100 = 115 MIN TOTAL PARKING SPACES REQUIRED: 115 SPACES TOTAL EX. PARKING SPACES PROVIDED: 643 SPACES (73 SURFACE + 570 DECK PARKING)
RETAIL: 1 PER 400 SQ. FT. MIN	5,000 SQ. FT. / 400 = 13 MIN TOTAL PARKING SPACES REQUIRED: 13 SPACES TOTAL EX. PARKING SPACES PROVIDED: 71 SPACES
MULTI-FAMILY: 2 PER UNIT + 1 SPACE PER 4 UNITS	520 UNITS + 130 SPACES + 130 SPACES = 1170 SPACES TOTAL EX. PARKING SPACES PROVIDED: 1170 SPACES (340 DECK PARKING + 572 DECK PARKING)
PARKING TOTALS	
TOTAL SPACES REQUIRED: 1678 (ALL USES)	
MIXED-USE PARKING SPACES REDUCTION (25%): 420	
MIXED-USE PARKING SPACES REQUIRED: 1258 SPACES	
TOTAL PARKING SPACES PROVIDED: 1377 SPACES	
GENERAL NOTES	
THERE ARE WETLANDS AND STATE WATERS ON THE SUBJECT PROPERTY.	
VARIANCE REQUESTS:	
1. ENCROACH INTO THE CITY STREAM BUFFER AND IMPERVIOUS SETBACK WHERE CURRENT ENCROACHMENT IS LOCATED.	
2. REDUCE THE FRONT PERIMETER SETBACK TO 5'.	



FLOOD MAP

SCALE: 1"=1000'

DEVELOPER / APPLICANT
 Cooked Creek Development Partners, LLC
 5616 Peachtree Road, Suite 100
 Chamblee, GA 30241
 Bruce Fernald | 770.386.0744
 John Hillman | 954.464.1961



CONCEPT SITE PLAN

The Station & Jefferson Plaza

CITY OF NORCROSS, GWINNETT COUNTY GEORGIA



PROJECT INFORMATION	
PROJECT NO.:	25-5295.00
DATE:	DECEMBER 3, 2025
SCALE:	1" = 60'
FILE NAME:	255295P01.dwg
DESIGN/DRAWN:	scl/slr