

# City of Norcross

*65 Lawrenceville Street  
Norcross, GA 30071*



## Meeting Minutes

**Tuesday, April 18, 2017  
6:00 PM**

**2nd Floor Conference Room**

### **Architectural Review Board**

*Jeff Hopper, Chairman*

*John Blackwelder*

*Cindy Flynn*

*Jim McGarrah*

*Rick Maxian*

**A. Call to Order**

Regular Meeting was called to order at 6:05 PM by Chairman Jeff Hopper

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chairman	Present	
John Blackwelder	Board Member	Absent	
Cindy Flynn	Board Member	Present	
Jim McGarrah	Board Member	Absent	
Rick Maxian	Board Member	Present	

**B. Approval of Previous Meetings Minutes****a. Architectural Review Board - Regular Meeting - Mar 21, 2017 6:00 PM**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chairman
<b>SECONDER:</b>	Cindy Flynn, Board Member
<b>AYES:</b>	Jeff Hopper, Cindy Flynn, Rick Maxian
<b>ABSENT:</b>	John Blackwelder, Jim McGarrah

**C. Old Business****D. New Business****1. 17-4579 COA2017-0007: 5430 Vineyard Park Trail (R6255 471)**

Project has been approved subject to the conditions as follows:

Submittals:

- Landscaping plan will be submitted subject to administrative approval.
- Submittal of lighting fixtures subject to administrative approval

Color and Material:

- Confirm gutter color and style subject to administrative approval
- Railings will be wooden

Facade/Structural Requirements & Modifications:

- Confirmation of decorative window seen in front elevation subject to administrative approval
- Any exterior mechanical systems shall be screened in accordance with Architectural & Site Design Standards Section 3.1.10.

*There shall be a final inspection by City Staff to confirm Architectural Review Board conditions have been met prior to the issuance of a Certificate of Occupancy.*

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chairman
<b>SECONDER:</b>	Cindy Flynn, Board Member
<b>AYES:</b>	Jeff Hopper, Cindy Flynn, Rick Maxian
<b>ABSENT:</b>	John Blackwelder, Jim McGarrah

2. 17-4580 **COA2017-0008: 435 Webb Drive (R6255 500)**

Project has been approved subject to the conditions as follows:

Color and Material:

- Board & Batten gable material with color subject to administrative approval
- Clarify application of selected stain color subject to administrative approval
- Clarify railing material and style to be used subject to administrative approval
- Siding to remain same color throughout with the option of choosing a lighter color for siding used in gables subject to administrative approval

Façade/Structural Requirements & Modifications:

- 8/12 minimum roof pitch
- Railing will be included at first floor level of structure
- Any exterior mechanical systems shall be screened in accordance with Architectural & Site Design Standards Section 3.1.10.

*There shall be a final inspection by City Staff to confirm Architectural Review Board conditions have been met prior to the issuance of a Certificate of Occupancy.*

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chairman
<b>SECONDER:</b>	Cindy Flynn, Board Member
<b>AYES:</b>	Jeff Hopper, Cindy Flynn, Rick Maxian
<b>ABSENT:</b>	John Blackwelder, Jim McGarrah

3. 17-4581 **COA2017-0009: 467 Lawrenceville Street (R6255 079)**

Project has been approved subject to the conditions as follows:

Submittals:

- Landscaping plan will be submitted subject to administrative approval.

Color and Material:

- Front door stain submitted subject to administrative approval
- Rear door stain submitted subject to administrative approval
- Columns will be stained to match front door

Façade/Structural Requirements & Modifications:

- Black metal chimney cap to be used
- No tongue and groove architectural detail to be included under eaves
- Front door will have height of 6'-8"
- Board & Batten shutters to be used on front elevation
- Water table will be elevated 2-3' higher than current submitted elevations
- 10" box columns to be used
- Single window panes can be used for side windows
- Any exterior mechanical systems shall be screened in accordance with Architectural & Site Design Standards Section 3.1.10.

*There shall be a final inspection by City Staff to confirm Architectural Review Board conditions have been met prior to the issuance of a Certificate of Occupancy.*

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chairman
<b>SECONDER:</b>	Cindy Flynn, Board Member
<b>AYES:</b>	Jeff Hopper, Cindy Flynn, Rick Maxian
<b>ABSENT:</b>	John Blackwelder, Jim McGarrah

4. **17-4582 COA2017-0010: 427 Nesbit Street (6254 032)**

Project has been approved subject to the conditions as follows:

Submittals:

- Submittal of material to be used for water table

Color and Material:

- Door color to be submitted subject to administrative approval
- Gutters to be white

Façade/Structural Requirements & Modifications:

- 2x8 horizontal members to be used for front porch
- Board voted for approval of board & batten chimney due to cohesive design of home
- Any exterior mechanical systems shall be screened in accordance with Architectural & Site Design Standards Section 3.1.10.

*There shall be a final inspection by City Staff to confirm Architectural Review Board conditions have been met prior to the issuance of a Certificate of Occupancy.*

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chairman
<b>SECONDER:</b>	Cindy Flynn, Board Member
<b>AYES:</b>	Jeff Hopper, Cindy Flynn, Rick Maxian
<b>ABSENT:</b>	John Blackwelder, Jim McGarrah

5. **17-4583 COA2017-0011: 608 Mitchell Road (R6242 072)**

<b>RESULT:</b>	<b>TABLED SENT TO [UNANIMOUS]</b>
	<b>Next: 5/16/2017 6:00 PM</b>
<b>TO:</b>	Architectural Review Board
<b>MOVER:</b>	Jeff Hopper, Chairman
<b>SECONDER:</b>	Cindy Flynn, Board Member
<b>AYES:</b>	Jeff Hopper, Cindy Flynn, Rick Maxian
<b>ABSENT:</b>	John Blackwelder, Jim McGarrah

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

**F. Adjourn**

The meeting was closed at 7:38 PM

Signed by \_\_\_\_\_ Chairman, Jeff Hopper

Signed by \_\_\_\_\_ Sonya Isaac, Executive  
Administrative Coordinator