

# City of Norcross

*65 Lawrenceville Street  
Norcross, GA 30071*



## Meeting Minutes

**Tuesday, June 16, 2020  
6:00 PM**

Meeting Recording:

[https://zoom.us/rec/share/  
v517MbPy6mxJQNLzwVuOZb8aO4LFX6a8h3BLrvslzE72Jn3CJEsneVa  
Kz9Mn7EaT?startTime=1592345189000](https://zoom.us/rec/share/v517MbPy6mxJQNLzwVuOZb8aO4LFX6a8h3BLrvslzE72Jn3CJEsneVaKz9Mn7EaT?startTime=1592345189000)

Teleconference  
**Architectural Review Board**

*Jeff Hopper, Chair  
Cindy Flynn  
Bucky Johnson  
Rick Maxian  
Naim Harrison*

**A. Call to Order**

Regular Meeting was called to order at 6:00 PM by Chair Jeff Hopper

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chair	Present	
Cindy Flynn	Vice Chair	Present	
Bucky Johnson	Board Member	Present	
Rick Maxian	Board Member	Present	
Naim Harrison	Board Member	Late	

**B. Approval of Previous Meetings Minutes**

Architectural Review Board - Regular Meeting - May 19, 2020 6:00 PM

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Cindy Flynn, Vice Chair
<b>AYES:</b>	Jeff Hopper, Cindy Flynn, Bucky Johnson, Rick Maxian
<b>EXCUSED:</b>	Naim Harrison

**C. Old Business****1. 20-5700: COA2020-0015, 2858 Ollie Ave, Lot 3**

Motion

A motion to table this application.

<b>RESULT:</b>	<b>TABLED SENT TO [UNANIMOUS]</b>
	<b>Next: 7/9/2020 6:00 PM</b>
<b>TO:</b>	Architectural Review Board
<b>MOVER:</b>	Cindy Flynn, Vice Chair
<b>SECONDER:</b>	Jeff Hopper, Chair
<b>AYES:</b>	Hopper, Flynn, Johnson, Maxian, Harrison

**D. New Business****1. 20-5735: COA2020-0021, Modification to Application Requirements**

Motion

A motion to **table** the discussion until further information has been provided.

<b>RESULT:</b>	<b>TABLED INDEFINITELY [UNANIMOUS]</b>
<b>TO:</b>	Architectural Review Board
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Bucky Johnson, Board Member
<b>AYES:</b>	Hopper, Flynn, Johnson, Maxian, Harrison

**2. 20-5736: COA2020-0017, 5480 Vineyard Park Trail, Lot 11**

Motion

A motion to approve the submitted application with the following conditions:

- 1) The HVAC equipment shall be appropriately screened from view

- 2) Applicant shall install 4:1 windows on the front elevation,
- 3) The siding reveal shall be a maximum of six inches in width in compliance with design standard 3.5.3.2
- 4) The corner boards shall be between five and eight inches in width in compliance with design standard 3.5.3.3
- 5) Garage door shall be craftsman style.
- 6) The applicant shall submit a modified front door and porch area to create a more prominent appearance for administrative approval.
- 7) The driveway aprons shall incorporate stone.
- 8) The applicant shall submit exterior light fixtures for administrative approval.
- 9) The applicant shall use mulch instead of pine straw as ground cover in any areas not already depicted as using sod.
- 10) The applicant shall use muntins of sufficient dimension to convey the appearance of light divider depth.
- 11) The applicant shall install 1X6 trim around the rear windows and doors.
- 12) The applicant shall wrap the rear basement elevation with a brick water table.
- 13) Should the applicant choose, it shall be appropriate to expand the deck to cover the width of the dwelling.
- 14) Should the applicant choose, it shall be appropriate to allow the applicant to cover the deck with a metal roof similar to the front porch.
- 15) The integral garage that directly faces the private drive shall be allowed due to topography challenges.
- 16) The rear railing and banister shall be trim color or submitted for administrative approval.
- 17) The post dimensions for the rear deck shall be a minimum 6"x6".
- 18) 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.
- 19) Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
- 20) A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Bucky Johnson, Board Member
<b>SECONDER:</b>	Cindy Flynn, Vice Chair
<b>AYES:</b>	Hopper, Flynn, Johnson, Maxian, Harrison

### 3. 20-5737: COA2020-0019, 2908 Ollie Ave, Lot 8

#### Motion

A motion to approve the submitted application with the following conditions:

- 1) The HVAC equipment shall be appropriately screened from view.
- 2) The columns shall be boxed.
- 3) The top of the water table will employ rowlock brick to function as a sill.
- 4) The applicant shall add an architectural feature on left side elevation toward the rear.
- 5) The garage doors shall be submitted for administrative approval.
- 6) 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.
- 7) Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
- 8) A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Bucky Johnson, Board Member
<b>SECONDER:</b>	Cindy Flynn, Vice Chair
<b>AYES:</b>	Hopper, Flynn, Johnson, Maxian, Harrison

#### 4. Other Business

##### 1. 20-5759: Review of Revised Elevations for 5490 Vineyard Park Trail, Lot 12

Motion

A motion to approve the revised elevation.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bucky Johnson, Board Member
<b>SECONDER:</b>	Jeff Hopper, Chair
<b>AYES:</b>	Hopper, Flynn, Johnson, Maxian, Harrison

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

#### F. Adjourn

The meeting was closed at 8:34 PM

Signed by \_\_\_\_\_ Jeff Hopper, Chair

Signed by \_\_\_\_\_ Robert Patrick, Senior  
Planner