

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Agenda

Monday, April 4, 2016

6:30 PM

Council Chambers

Mayor and Council

Mayor Bucky Johnson
Mayor Pro Tem Craig Newton

Council Member David McLeroy

Council Member Andrew Hixson

Council Member Josh Bare

Council Member Pierre Levy

A. Call to order by Mayor Bucky Johnson

PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES

B. Prayer

C. Pledge of Allegiance to the Flag of the United States of America

D. Roll Call (recorded)

E. Presentation of previous meetings minutes for acceptance and acceptance of the agenda as presented for scheduled meeting.

16-4371 Approval of Previous Meeting Minutes

Attachments: [CC - Minutes - 03-07-2016 - Regular Mtg](#)
[CC - Minutes - 03-21-2016 - Policy](#)

16-4372 Acceptance of the Agenda

F. Ceremonial Presentations, Recognitions, and Swearing In Ceremonies

16-4353 Swearing in of Officer Nicholas R. Moore

Attachments: [Oath of Office - Officer Moore](#)

16-4354 Swearing in of Officer Henry R. Johnson

Attachments: [Oath of Office - Officer Johnson](#)

16-4369 Arbor Day Proclamation

Attachments: [2016 proclamation](#)

16-4373 Norcross Annual Garden Week Proclamation

Attachments: [PROCLAMATION - Garden Week](#)

G. Floor Open to Citizens Desiring to Address the Governing Authority

a. The floor is open to citizens desiring to address the governing authority

b. Comments by Council

H. Public Hearings

PH. [16-4367](#) **COA2016-0003, 473 N. Peachtree Street**

Attachments: [Osbourne Appeal Letter](#)
[Response Letter 2-17-2016-signed](#)
[Staff Report COA2016-0003 M&C 4-4-2016](#)

The applicant's request to install a fence in the front yard of the property located at 473 N. Peachtree Street, was considered and denied by Architectural Review Board (ARB). The applicant is seeking a hearing with Mayor and Council to appeal the ARB's decision.

PH [16-4360](#) **VAR2016-0001, #44 Stevens Road**

Attachments: [VAR2016-001 staff report](#)
[VAR2016-001 application](#)

The applicant for a waiver to the development regulations is seeking relief from two sections:

- 1. Sidewalks shall be constructed along frontage of Stevens Road. (DR 6.13)*
- 2. Curb and Gutter Improvements of 14 feet from centerline to back of curb along frontage of Stevens Road. (DR 6.2.2)*

PH [16-4361](#) **SBV2016-0001, 509 Holcomb Bridge Road**

Attachments: [SBV2016-001 staff report1](#)
[SBV2016-001 application](#)

The applicant, Copperleaf Properties, LLC, is requesting a variance from the City of Norcross stream buffer ordinance. The applicant is seeking a variance to allow encroachment in both the 50-foot undisturbed buffer and the 75-foot non-improvement setback on the south side of the stream.

I. Reports of the Mayor and Council Members

a. General Announcements*******April Events*******

April 9 – Historic Norcross Cemetery Tour, Norcross Cemetery, 10 a.m.

April 11 – Movie Monday, War Room, 1:30 p.m. & 6:30 p.m., Norcross Community Center

April 16- Atlanta Track Club Singleton 5K, 7 a.m., Thrasher Park

April 18 – Movie Monday, The Perfect Guy, 1:30 p.m. & 6:30 p.m., Norcross Community Center

April 18 – Policy Work Session, 6:30 p.m., City Hall, 2nd Floor Conference Room

April 17- 23 – Georgia’s Cities Week

April 22 - Earth Day Observance by Norcross, a Tree City USA ® City, Thrasher Park, 10 a.m.

April 22 – After the Rain Art Exhibit Opening Reception, 6 – 8 p.m., Kudzu Art Zone

J. Board Appointments**K. Consent Agenda****1. [16-4306](#) Beaver Ruin Creek Greenway**

Attachments: [Greenway Concept Plans](#)
[LCI Greenway Concept Study](#)

HDR, the designer, will present the completed Beaver Ruin Greenway Master Plan with the objective of the Mayor & Council adopting the plan at the April 4, 2016 public meeting.

2. [16-4305](#) Webb Park Library and Deck

Attachments: [City of Norcross Parking](#)
[Memo - Library & Parking Deck](#)
[Parking Deck Concept & Library Plans](#)
[Concept Drawing](#)

Alternative plans for the parking deck and library site at Buford Highway and Britt St. The Design Build Team will present two alternatives for the layout of the parking deck AS REQUESTED BY Mayor & Council at the 3/7/2016 meeting.

3. [16-4359](#) **Authorization to Apply for CDBG Funds for Fiscal Year 2017**

Attachments: [m&cc MEMO 16-03-11](#)
[CDBG Resolutions FY2017](#)

The Gwinnett County Community Development Department has advertised for grant award applications for the fiscal year 2017. Staff has identified projects in eligible census tract areas that be candidates for funding under the public facilities category of the Community Development Block Grant Program.

4. [16-4356](#) **Sheffield Road Drainage Improvements**

Attachments: [Memo - Sheffield Rd Drainage Improvements](#)

Public Works, Utilities & Parks is seeking approval to move forward with the RFP process for the Sheffield Road Drainage project. The purpose of the Sheffield Road Drainage Improvements Project will be to install a new drainage system at this intersection and pipe runoff to the nearby drainage culvert under Sheffield Road. The project will also include installation of erosion control measures to reduce stream bank erosion.

5. [16-4348](#) **Police Department Surplus Vehicles**

Attachments: [Memo -Surplus Vehicles](#)

The Police Department is seeking approval to move forward with the surplus of vehicles.

6. [16-4355](#) **Restated GMA 401(A) Defined Contribution Plan**

Attachments: [Summary of Changes](#)

The Board of Trustees of the GMA Defined Contribution and Deferred Compensation recently restated the GMA 401(a) Defined Contribution Plan (DC Plan). In order to continue using the GMA 401(a) DC Plan to provide retirement benefits for eligible employees, each employer must adopt the restated plan. Mayor and Council is asked to review and adopt the attached Resolution and Adoption Agreement.

7. [16-4300](#) **Retail Strategy Plan**

Attachments: [Retail Plan Cover Sheet](#)
[Buxton Proposal](#)
[r360 Proposal](#)
[Retail Strategies \(company\) PROPOSAL](#)
[Budget Amendment - Retail Strategy Plan](#)

To address future retail recruitment and to receive a broader understanding of Norcross and adjacent areas, it is requested we implement a Retail Strategy Program.

8. [16-4364](#) **Electric Division Staffing Re-organization**

Attachments: [Electric and Strom Water Division Assessment](#)
[Memo - Electric Division Restructure](#)

Discussion of Electric Division Re-structuring and recommended changes.

9. [16-4358](#) **Police Department Staffing Assessment**

Request for Mayor and Council to consider contracting with the Georgia Chief's Association to perform a comprehensive study related to the staffing needs of the Police Department and to appropriate funds as needed.

10. [16-4333](#) **Amend IGA with DDA to Include Excess Land from Library Site located at 5735 Buford Hwy**

Attachments: [Property to add to the DDA IGA](#)

Amend the IGA with the DDA to include the part of the 5735 Buford Hwy property that isn't used by the library. Council should set aside the area the library needs for their 22,000 sq. foot building and parking underneath in a two story deck and then allocate the rest of the lot to the DDA.

L. Items for Discussion

M. Adjourn in memory of

Signed by _____ Mayor Bucky Johnson

Attest: _____ Monique Lang, City Clerk



Legislation Details (With Text)

File #: 16-4371 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/29/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Approval of Previous Meeting Minutes

Sponsors:

Indexes:

Code sections:

Attachments: [1. CC - Minutes - 03-07-2016 - Regular Mtg.](#), [2. CC - Minutes - 03-21-2016 - Policy](#)

Date	Ver.	Action By	Action	Result
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Title
Approval of Previous Meeting Minutes

Motion
A motion to Approve the March 7th Regular Council Meeting Minutes, the March 21st Policy Work Session and Executive Session Minutes.



Legislation Details (With Text)

File #: 16-4372 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/29/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Acceptance of the Agenda

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title
Acceptance of the Agenda

Motion
Motion to Accept the Agenda as Presented with the following items being moved to discussion:

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes - Draft

Monday, March 7, 2016

6:30 PM

Council Chambers

Mayor and Council

Mayor Bucky Johnson
Mayor Pro Tem Craig Newton

Council Member David McLeroy

Council Member Andrew Hixson

Council Member Josh Bare

Council Member Pierre Levy

A. Call to order by Mayor Bucky Johnson

PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES

B. Prayer

C. Pledge of Allegiance to the Flag of the United States of America

D. Roll Call (recorded)

Present 6 - Mayor Bucky Johnson, Mayor Pro Tem Craig Newton, Council Member David McLeroy, Council Member Andrew Hixson, Council Member Josh Bare and Council Member Pierre Levy

E. Presentation of previous meetings minutes for acceptance and acceptance of the agenda as presented for scheduled meeting.

[16-4349](#)

Approval of Previous Meeting Minutes

Attachments: [CC - Minutes - 02-01-2016 - Regular Mtg.](#)
[CC - Minutes - 02-15-2016 - Policy](#)

A motion was made by Council Member David McLeroy, seconded by Mayor Pro Tem Craig Newton, to Approve the February 1st Regular Council Meeting Minutes, the February 15th Policy Work Session and Executive Session Minutes.

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

[16-4350](#)

Acceptance of the Agenda

A motion was made by Council Member Andrew Hixson, seconded by Mayor Pro Tem Craig Newton, to Accept the Agenda as Presented with the following items being moved to discussion:

1. 16-4335 Discovery Garden Park Bid Proposals
4. 16-4337 Discuss Installation of Three-way Stop Signs at Intersections in Sheffield Forest
5. 16-4338 Request approval for survey of Church property to extend Johnson-Dean Trail
6. 16-4281 2016 Summer Concert Table Sales
8. 16-4340 Public Works Capital Items Request (General Fund) Striping Projects
10. 16-4306 Beaver Ruin Creek Greenway
14. 16-4333 Amend IGA with DDA to include Excess Land from Library Site located at 5735 Buford Hwy
15. 16-4305 Webb Park Library and Deck
16. 16-4315 Annexation
17. Discuss Public Plaza between Buford Highway and Lillian Webb Park
19. IGA with Gwinnett County for TAD #1

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

F. Ceremonial Presentations, Recognitions, and Swearing In Ceremonies

G. Floor Open to Citizens Desiring to Address the Governing Authority

a. The floor is open to citizens desiring to address the governing authority

b. Comments by Council

H. Public Hearings

PH. [16-4329](#)

SUP2016-0001, Church in O-I Office - Institutional Zoning District

Attachments: [Staff Report SUP2016-0001 3-7-2016 M&C](#)

A motion was made by Council Member Andrew Hixson, seconded by Council Member Josh Bare, to Approve SUP2016-0001 for the Operation of a Church in an O&I district with the following conditions:

- 1- The Special Use Permit will only be for the operation of a church, Iglesias Pentecostal Roca Solida by Pastor Carlos Hernan Mina Salas.
- 2- The Special Use Permit will be active only for the term of the lease (2 Years) on the property at 6855 Jimmy Carter Blvd, Suite 2150, Norcross, GA 30071. Once the initial lease term is completed a new permit will be required.
- 3- All proposed changes to the interior of the Suite will be properly permitted through the City of Norcross.
- 4- The service hours of the Church will be restricted to those requested by the Applicant. Any change in hours must be approved in writing by the property Owner and The Department of Community Development. These are:

Sunday 1030-1230 and 7-9pm

Thursday 7-9pm

Vacation Bible School 1 week from 5-8 pm during the summer.

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

PH. [15-4268](#)

Text Amendment for M-1 Light Industry District

Attachments: [Amended M-1 with P&Z comments](#)

A motion was made by Council Member Andrew Hixson, seconded by Mayor Pro Tem Craig Newton, to Approve a Text Amendment to Article III entitled "Zoning Districts and Use Provisions" of Chapter 115 entitled "Zoning" with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the adopted Code of Ordinances, is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council, and it is hereby ordained that the following provisions shall become and be made a part of the Code of the City of Norcross, and the Sections in the Code in the Ordinance be renumbered to accomplish that intention.

The motion was APPROVED by the following vote:

Aye: 4 - Mayor Pro Tem Newton, Council Member Hixson, Council Member Bare and Council Member Levy

Opposed: 1 - Council Member McLeroy

Abstain: 0

PH. [16-4339](#) **Camelot Education Facility**

Attachments: [Memo - Camelot Education Facility](#)
[TDS-Handout](#)

A motion was made by Council Member Josh Bare, seconded by Mayor Pro Tem Craig Newton, to allow the placing of an Educational Facility at 3159 Campus Drive into an area zoned ODW, to provide educational opportunities for children with special needs.

The motion was **APPROVED** by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

I. **Reports of the Mayor and Council Members**

a. General Announcements

J. **Board Appointments**

[16-4351](#) **Board Appointments**

A motion was made by Council Member Josh Bare, seconded by Council Member Andrew Hixson, to Approve the following Appointments/Re-appointments as presented:

Norcross Downtown Development Authority
Laura Hester 3/7/2016 - 3/6/2020
Rod Girard 3/7/2016 - 3/6/2020
Dan Watch 3/7/2016 - 4/6/2019
Avery Wood 3/7/2016 - 3/6/2020

The motion was **APPROVED** by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

A motion was made by Council Member Andrew Hixson, seconded by Council Member Josh Bare, to Approve the following Appointments as presented:

Norcorss Public Arts Commission
Charlie Riehm 3/7/2016 - 3/9/2021

The motion was **APPROVED** by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

A motion was made by Council Member Josh Bare, seconded by Council Member David McLeroy, to Approve the following Appointments as presented:

Planning and Zoning

Al Karnitz 3/7/2016 - 3/6/2020

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

A motion was made by Council Member Andrew Hixson, seconded by Mayor Pro Tem Craig Newton, to Approve the following Appointments as presented:

Tree Board

William Shipley 3/7/2016 - 3/6/2019

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

K. Consent Agenda

2. [16-4334](#) **Request to Purchase ReImagine Sculptures**

Attachments: [NPAC ReImagine Sculpture Purchase](#)

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

3. [16-4322](#) **Discovery Garden Park Sponsorship Brochure**

Attachments: [DGP Sponsor brochure](#)

The Agenda Item was Approved by consent vote.

9. [16-4331](#) **College Street Parking**

Attachments: [Memo - College Street](#)

The Agenda Item was Approved by consent vote.

7. [16-4323](#) **Resolution to Approve Subrecipient Agreement with Gwinnett County for CDBG FY 2016 Award**

Attachments: [CDBG Resolution FY2016 accept funds](#)
[FY2016CDBG subrecipient agreement](#)

The Agenda Item was Approved by consent vote.

11. [16-4336](#) **Skin Alley Compactor Enclosure**

Attachments: [Memo - Compactor Enclosure](#)
[Proposed Floor Plan Layout](#)
[Budget Amendment - Compactor Enclosure](#)

The Agenda Item was Approved by consent vote.

12. [15-4263](#) **National Citizen Survey**

Attachments: [National Citizen Survey Reference](#)

The Agenda Item was Approved by consent vote.

13. [15-4215](#) **Special Needs Certified**

Attachments: [Our Story - Special Needs Certified](#)

The Agenda Item was Approved by consent vote.

18. [16-4346](#) **2016 Qualifying Fees**

Attachments: [Memo - M. Lang.pdf](#)
[Qualifying notice 2016](#)

The Agenda Item was Approved by consent vote.

L. **Items for Discussion**

1. [16-4335](#) **Discovery Garden Park Bid Proposals**

Attachments: [Memo - DGP](#)
[Cost Estimate Summary \(1\)](#)
[Memo - DGP Bid and Proposal Summary](#)

A motion was made by Council Member Josh Bare, seconded by Council Member Andrew Hixson, to approve \$321,482.68 + 10% Contingency, for a total of \$353,630.95 for the construction of the Discovery Garden Park funded by the 2014 Recreation SPLOST \$145,000, Hotel Motel fund \$75,000 and Prior Year Reserves \$133,360, to authorize the Mayor to execute contracts contingent on review of contracts by Legal and to proceed with bidding process.

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

4. [16-4337](#)

Discuss Installation of Three-way Stop Signs at Intersections in Sheffield Forest

Attachments: [SF Safety Analysis Report](#)
[Official Minutes to Install Stop Signs](#)
[Official Minutes to Removal of Stop Signs](#)
[npd memo](#)

A motion was made by Council Member Andrew Hixson, seconded by Council Member David McLeroy, to Deny the Installation of Three-way Stop Signs at Various Intersections in the Sheffield Forest Subdivision.

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

5. [16-4338](#)

Request approval for survey of Church property to extend Johnson-Dean Trail

Attachments: [Church property survey](#)

A motion was made by Council Member David McLeroy, seconded by Mayor Pro Tem Craig Newton, that this agenda item be removed from the agenda without prejudice. The motion was APPROVED by the following vote:

Aye: 4 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Bare and Council Member Levy

Abstain: 0

Recused: 1 - Council Member Hixson

6. [16-4281](#)

2016 Summer Concert Table Sales

Attachments: [Memo - Summer Concert Series 2016](#)
[City Attorney Opinion - Summer Concert Tables](#)

A motion was made by Council Member Andrew Hixson, seconded by Council Member Pierre Levy, to Allow staff to set up preferential treatment towards Norcross citizens for the concert series eight-week table selection. The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

8. [16-4340](#) **Public Works Capital Items Request (General Fund)
Striping Projects**

Attachments: [Striping Projects with Photos](#)

This agenda item was removed from the agenda. Funds from the Public Works Roads and Streets line item have been allocated to fund this project.

10. [16-4306](#) **Beaver Ruin Creek Greenway**

Attachments: [Greenway Concept Plans](#)

A motion was made by Council Member Andrew Hixson, seconded by Council Member David McLeroy, that this agenda item be Tabled to the Policy Work Session, due back on 3/21/2016.

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

14. [16-4333](#) **Amend IGA with DDA to Include Excess Land from
Library Site located at 5735 Buford Hwy**

Attachments: [Property to add to the DDA IGA](#)

A motion was made by Council Member David McLeroy, seconded by Mayor Pro Tem Craig Newton, that this agenda item be Tabled to the Policy Work Session, due back on 3/21/2016. The motion was APPROVED by the following vote:

Aye: 3 - Mayor Pro Tem Newton, Council Member McLeroy and Council Member Levy

Opposed: 2 - Council Member Hixson and Council Member Bare

Abstain: 0

15. [16-4305](#) **Webb Park Library and Deck**

Attachments: [Memo - Library & Parking Deck](#)
[Parking Deck Concept & Library Plans](#)
[Concept Drawing](#)

A motion was made by Council Member David McLeroy, seconded by Mayor Pro Tem Craig Newton, that this agenda item be Tabled to the Policy Work Session, due back on 3/21/2016.

The motion was APPROVED by the following vote:

Aye: 3 - Mayor Pro Tem Newton, Council Member McLeroy and Council Member Levy

Opposed: 2 - Council Member Hixson and Council Member Bare

Abstain: 0

16. [16-4315](#)

Annexation

Attachments: [Option I-Jimmy Carter- All](#)
[Option II-Jimmy Carter, only](#)
[Option III-Jimmy Carter-stop Gwinnett Dr](#)

A motion was made by Council Member Andrew Hixson, seconded by Council Member David McLeroy, to Authorize Staff to approach voluntary annexation for Option 1, with the following conditions:

Persue Properties West of Jimmy Carter Boulevard only
 Exclude the OFS property.

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

17. [16-4288](#)

Discuss Public Plaza between Buford Highway and Lillian Webb Park

Attachments: [LCI pages](#)
[Renderings](#)

A motion was made by Mayor Pro Tem Newton, seconded by Council Member McLeroy, that this Agenda Item be Tabled to the Policy Work Session, due back on 3/21/2016.. The motion PASSED by the following vote.

Aye: 3 - Mayor Pro Tem Newton, Council Member McLeroy and Council Member Levy

Opposed: 2 - Council Member Hixson and Council Member Bare

Abstain: 0

19. [16-4352](#)

IGA with Gwinnett County for TAD #1

Attachments: [County IGA Norcross TAD](#)

A motion was made by Council Member David McLeroy, seconded by Mayor Pro Tem Craig Newton, to Approve the attached IGA with Gwinnett County on the Downtown Norcross Redevelopment Plan for the Tax Allocation District Number One, known as City Center East, subject to minor modification of the Indemnification provision.

The motion was APPROVED by the following vote:

Aye: 5 - Mayor Pro Tem Newton, Council Member McLeroy, Council Member Hixson, Council Member Bare and Council Member Levy

Abstain: 0

M. Adjourn in memory of

Signed by _____ Mayor Bucky Johnson

Attest: _____ Monique Lang, City Clerk

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes - Draft

Monday, March 21, 2016

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Bucky Johnson

Mayor Pro Tem Craig Newton

Council Member David McLeroy

Council Member Andrew Hixson

Council Member Josh Bare

Council Member Pierre Levy

ROLL CALL

- Present** 5 - Mayor Bucky Johnson, Mayor Pro Tem Craig Newton, Council Member Andrew Hixson, Council Member Josh Bare and Council Member Pierre Levy
- Absent** 1 - Council Member David McLeroy

Citizen Input**General Updates****Council - General Discussion****Board Appointments**

- PH. [16-436216-](#) **COA2016-0003, 473 N. Peachtree Street**
- Attachments:** [Osbourne Appeal Letter](#)
[Response Letter 2-17-2016-signed](#)
[Staff Report COA2016-0003](#)
- This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016
- PH [16-4360](#) **VAR2016-0001, #44 Stevens Road**
- Attachments:** [VAR2016-001 staff report](#)
[VAR2016-001 application](#)
- This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016
- PH [16-4361](#) **SBV2016-0001, 509 Holcomb Bridge Road**
- Attachments:** [SBV2016-001 staff report1](#)
[SBV2016-001 application](#)
- This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016
1. [16-4363](#) **Auditors Presentation of Financial Statements**
- The Financial Statments were presented by Rushton & Company LLC.
2. [16-4306](#) **Beaver Ruin Creek Greenway**
- Attachments:** [Greenway Concept Plans](#)
[LCI Greenway Concept Study](#)
- This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

3. [16-4305](#) **Webb Park Library and Deck**

Attachments: [City of Norcross Parking Memo - Library & Parking Deck](#)
[Parking Deck Concept & Library Plans](#)
[Concept Drawing](#)

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

4. [16-4362](#) **Parking Deck at the Community Center**

Attachments: [Norcross Parking Deck Presentation](#)

This matter was Moved to the Policy Work Session, due back on 4/18/2016

5. [16-4359](#) **Authorization to Apply for CDBG Funds for Fiscal Year 2017**

Attachments: [m&cc MEMO 16-03-11](#)
[CDBG Resolutions FY2017](#)

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

6. [16-4356](#) **Sheffield Road Drainage Improvements**

Attachments: [Memo - Sheffield Rd Drainage Improvements](#)

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

7. [16-4348](#) **Police Department Surplus Vehicles**

Attachments: [Memo -Surplus Vehicles](#)

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

9. [16-4355](#) **Restated GMA 401(A) Defined Contribution Plan**

Attachments: [Summary of Changes](#)

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

10. [16-4300](#) **Retail Strategy Plan**

Attachments: [Retail Plan Cover Sheet](#)
[Buxton Proposal](#)
[r360 Proposal](#)
[Retail Strategies \(company\) PROPOSAL](#)

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016.

11. [16-4364](#) **Electric Division Staffing Re-organization**

Attachments: [Electric and Strom Water Division Assessment](#)
[Memo - Electric Division Restructure](#)

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

12. [15-4243](#) **Holcomb Bridge Road Railway Crossing Discussion**

Attachments: [HBR Railroad Crossing Intersection Study](#)
[appendix c](#)
[Gwinnett Co. Response re Holcomb Bridge Rd](#)

This matter was referred to Staff to begin RFP process.

13. [16-4358](#) **Police Department Staffing Assessment**

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

15. [16-4333](#) **Amend IGA with DDA to Include Excess Land from Library Site located at 5735 Buford Hwy**

Attachments: [Property to add to the DDA IGA](#)

This matter was Moved to the Mayor and Council Meeting, due back on 4/4/2016

Adjourn to Executive Session for Personnel, Real Estate or Legal

Signed by: _____ Mayor Bucky Johnson

Attest: _____ Monique Lang, City Clerk



Legislation Details (With Text)

File #: 16-4353 **Version:** 1

Type: Swearing In **Status:** Draft

File created: 3/3/2016 **In control:** Mayor and Council

On agenda: **Final action:**

Title: Swearing in of Officer Nicholas R. Moore

Sponsors:

Indexes:

Code sections:

Attachments: 1. [Oath of Office - Officer Moore](#)

Date	Ver.	Action By	Action	Result
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Title
Swearing in of Officer Nicholas R. Moore

Oath of Office

I, Nicholas R. Moore, swear (or affirm) that I am not incumbent in any office of trust in this State, of the United States or of any foreign State and should I seek such, my separation herefrom shall be instant;

I further swear (or affirm) that I am not the holder of any public monies due this or any other State or political subdivision unaccounted for; I swear (or affirm) I am qualified to hold the office to which I am appointed, and for so long as I am employed with the City of Norcross Police Department, I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of America and the Constitution of the State of Georgia, and I will faithfully perform and discharge the duties of my position, conscientiously and without malice or partiality, to the best of my ability;

I further swear (or affirm) to obey, to adhere to, to uphold and to enforce the laws of the United States of America, of the State of Georgia, and of the City of Norcross at all times;

So Help Me God.

Officer's Signature

Administrator's Signature

Title and Name of Administrator

Date

Notary Public



Legislation Details (With Text)

File #: 16-4354 **Version:** 1

Type: Swearing In **Status:** Agenda Ready

File created: 3/3/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Swearing in of Officer Henry R. Johnson

Sponsors:

Indexes:

Code sections:

Attachments: 1. [Oath of Office - Officer Johnson](#)

Date	Ver.	Action By	Action	Result
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Title
Swearing in of Officer Henry R. Johnson

Oath of Office

I, Henry R. Johnson, swear (or affirm) that I am not incumbent in any office of trust in this State, of the United States or of any foreign State and should I seek such, my separation herefrom shall be instant;

I further swear (or affirm) that I am not the holder of any public monies due this or any other State or political subdivision unaccounted for; I swear (or affirm) I am qualified to hold the office to which I am appointed, and for so long as I am employed with the City of Norcross Police Department, I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of America and the Constitution of the State of Georgia, and I will faithfully perform and discharge the duties of my position, conscientiously and without malice or partiality, to the best of my ability;

I further swear (or affirm) to obey, to adhere to, to uphold and to enforce the laws of the United States of America, of the State of Georgia, and of the City of Norcross at all times;

So Help Me God.

Officer's Signature

Administrator's Signature

Title and Name of Administrator

Date

Notary Public



Legislation Details (With Text)

File #: 16-4369 **Version:** 1

Type: Recognition **Status:** Agenda Ready

File created: 3/24/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Arbor Day Proclamation

Sponsors:

Indexes:

Code sections:

Attachments: 1. [2016 proclamation](#)

Date	Ver.	Action By	Action	Result
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Title
Arbor Day Proclamation

Proclamation

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, Trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, The City of Norcross is celebrating its twelfth year as being recognized as a Tree City USA by the National Arbor Day Foundation, and desires to continue effective management of its public tree resources, and

WHEREAS, Community partners, families and friends will be joined together as The City of Norcross wishes to celebrate Arbor Day with a tree planting ceremony at Thrasher Park,

NOW, THEREFORE, the Mayor and Council of the City of Norcross, do hereby proclaim April 22, 2016 as:

ARBOR DAY

in the City of Norcross, and do urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and FURTHER, urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

DATED this 4th day of April, 2016.

Craig Newton, Mayor Pro Tem

Attest: Monique Lang, City Clerk



Legislation Details (With Text)

File #: 16-4373 **Version:** 1

Type: Recognition **Status:** Agenda Ready

File created: 4/4/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Norcross Annual Garden Week Proclamation

Sponsors:

Indexes:

Code sections:

Attachments: 1. [PROCLAMATION - Garden Week](#)

Date	Ver.	Action By	Action	Result
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Title
Norcross Annual Garden Week Proclamation

Proclamation

Office of the Mayor and Council, City of Norcross, Georgia
Recognizing Garden Week in the City of Norcross

WHEREAS: One of Norcross' greatest assets is its parks, gardens, landscapes, forests, streams and other natural settings; and

WHEREAS: **Garden Week** in Norcross provides an opportunity to celebrate and recognize the importance of these outdoor settings and venues within our City; and

WHEREAS: Organizations like the Norcross Tree Board, Discovery Garden Park, Gardens4GrowingCommunity, Friends of Johnson Dean Forest, Norcross Garden Club, Sustainable Norcross, City of Norcross Parks Department, Norcross' locally owned landscape companies and private gardeners serve our community through practices and programs that are meant to beautify our City, preserve our natural resources, promote healthy lifestyles and educate citizens of all ages.

WHEREAS: These groups and organizations promote beautiful and engaging outdoor venues that support the vision of this City as “a place to imagine...where there remains a balance between economic growth and environmental protection.”

Now, therefore, the Mayor and Council, do hereby proclaim the third week in April of each year **Garden Week** in the City of Norcross to encourage our citizens to recognize the work gardeners, landscapers, volunteers and environmental educators do to make our community a more beautiful and inviting place to live and grow.

Craig Newton, Mayor Pro Tem

Attest: Monique Lang, City Clerk



Legislation Details (With Text)

File #: 16-4367 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/16/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: COA2016-0003, 473 N. Peachtree Street

Sponsors:

Indexes:

Code sections:

Attachments: [1. Osbourne Appeal Letter](#), [2. Response Letter 2-17-2016-signed](#), [3. Staff Report COA2016-0003 M&C 4-4-2016](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
COA2016-0003, 473 N. Peachtree Street

Drafter
Jon Davis

Motion
A motion to Accept/Deny the attached Application COA2016-0003 to install a fence in the front yard on the property located at 473 N. Peachtree Street.

March 16, 2016

RECEIVED
MAR 16 2016
City of Norcross

Norcross City Council

RE: ARB COA2016-0003/Appeal

This letter is a formal appeal of the decision of the ARB on February 16, 2016 to deny us a COA to install a 4-foot fence in front of our home.

Donald Osborne

A handwritten signature in blue ink that reads "Donald Osborne". The signature is written in a cursive style with a large, looping initial "D".

Michelle Osborne

A handwritten signature in blue ink that reads "Michelle Osborne". The signature is written in a cursive style with a large, looping initial "M".



MAYOR **BUCKY JOHNSON** · MAYOR PRO TEM **CRAIG NEWTON** · COUNCILMAN **DAVID MCLEROY** · COUNCILMAN **CHARLIE RIEHM** ·
COUNCILMAN **JOSH BARE** · COUNCILMAN **ANDREW HIXSON** · CITY MANAGER **RUDOLPH SMITH** · CITY CLERK **MONIQUE LANG**

February 17, 2016

Mr. Donald W. Osborne

473 North Peachtree St.

Norcross, GA 30071

RE: COA2016-0003, 473 North Peachtree St., Norcross, GA 30071

Dear Mr. Osborne,

The Architectural Review Board considered and denied the application for a new fence in the front yard of the property noted above. The board voted to deny the project with a vote of 3-0.

Architectural Review Board Meeting Minutes February 16, 2016
COA2016-0003 Request for approval of a front yard fence
Aye: 0

Nay: 3 -Chairman Hopper; Maxian; and McGarrah

If you wish to appeal this ruling of the ARB please refer to the following procedure from Chapter 101, Sec 101-60 of the Code of the City of Norcross.

Sec. 101-60. - Appeal of Architectural Review Board decision. Appeals of decisions of the Architectural Review Board shall be taken to the City Council in the following manner. Any person, jointly or severally, aggrieved by any decision of the Architectural Review Board may within 30 calendar days of the decision request in writing an appeal to the City Council. The city shall fix a reasonable time for the hearing of the appeal by the City Council and give at least 15 calendar days public notice thereof and due notice to the parties in interest. The City Council shall make a decision within 30 calendar days from the date of the hearing unless such time is extended with the approval of the appealing party. Decisions shall be made based on the record presented to the Architectural Review Board and the substantial evidence standard shall apply. All decisions of the City Council regarding appeals of decisions of the Architectural Review Board shall be final and shall in all instances be subject to judicial review in the manner prescribed by law. In reviewing a decision of the Architectural Review Board, the City Council may remand the matter to the Architectural Review Board for



MAYOR **BUCKY JOHNSON** · MAYOR PRO TEM **CRAIG NEWTON** · COUNCILMAN **DAVID MCLEROY** · COUNCILMAN **CHARLIE RIEHM** ·
COUNCILMAN **JOSH BARE** · COUNCILMAN **ANDREW HIXSON** · CITY MANAGER **RUDOLPH SMITH** · CITY CLERK **MONIQUE LANG**

further action. When a decision is made by the City Council on appeal to approve a plan, said approval shall constitute final plan approval for purposes of this article.
(Ord. No. 02-2007, 2-5-2007)

Please call me if there are any questions.

Sincerely,

Jon M. Davis

Jon M. Davis, RLA, LEED AP

Director, Community Development & Planning



4/4/2016

Petition No. COA2016-0003

Project Type

FRONT YARD FENCE

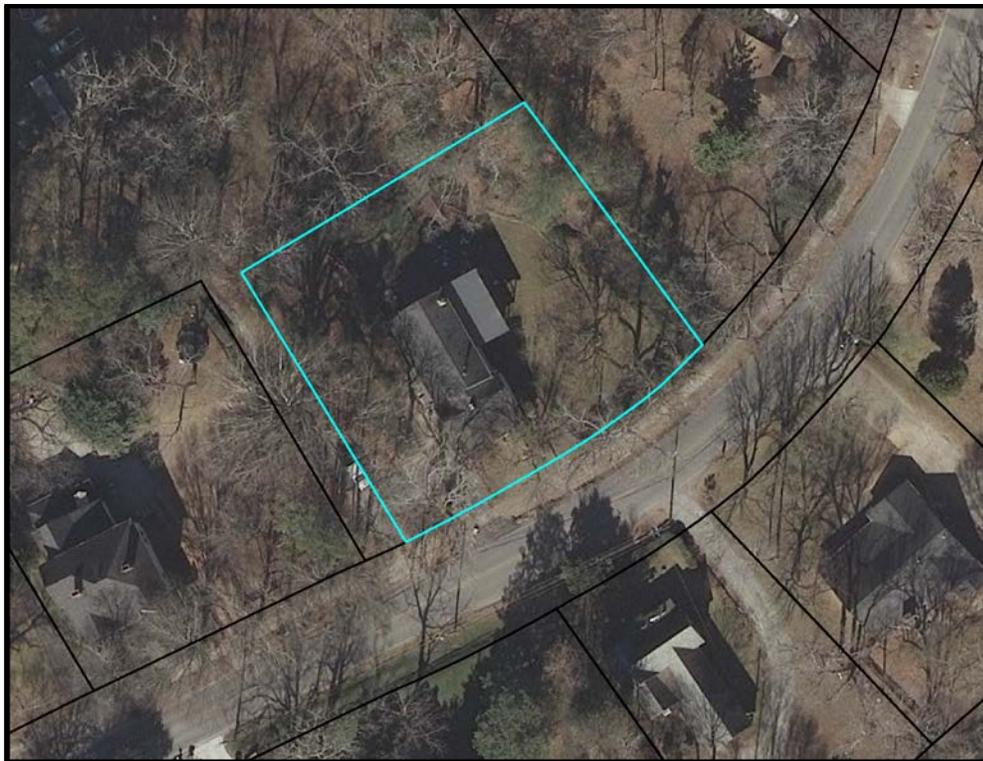
**Property Location
Petitioner**

**473 North Peachtree Street, 6255 014
Donald W. Osborne**

Petitioner's Request

**Install a new front yard fence within the National
Historic District**

Vicinity Map



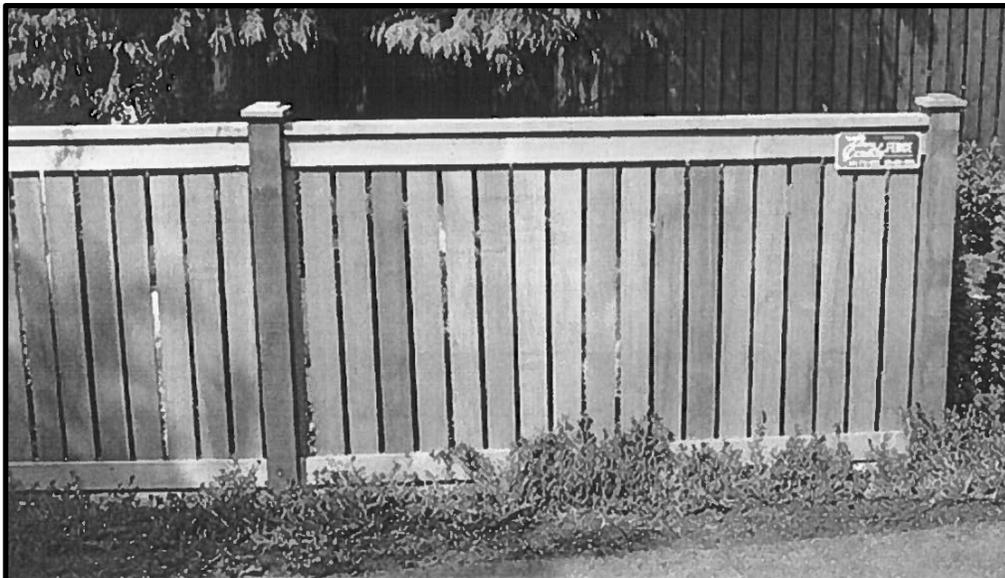
The subject parcel is located on North Peachtree Street, one of the main corridors within the Historic District, and falls within the standards set forth in the Architectural Site Design Standards.

Proposed Structure

The Applicant is proposing to install a four foot high decorative cedar fence in the front yard.



The above photo depicts the proposed location of the fence. The below photo depicts the intended design of the proposed fence.



Applicable Code Sections

According to the Norcross Architectural and Site Design Standards, TN 004, "The historic use of fences in the Traditional Norcross area is limited and is not a typical feature of the streetscape. Fences along primary lot frontages disrupt the flow of the residential streetscape and are not permitted." The Architectural Review Board derives authority to enforce the design standards on existing structures within the Historic District from Chapter 101, Article II, Division 2, Section 101-59(b)(7). This section states, "The Architectural Review Board shall be review approval authority of... Modifications to residential faces within the historic district".

Recommendation

Consistent with the referenced code sections and following precedent created from COA2011-0005, 174 Holcomb Bridge Rd, staff recommends the Board deny the application.



Legislation Details (With Text)

File #: 16-4360 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/11/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: VAR2016-0001, #44 Stevens Road

Sponsors:

Indexes:

Code sections:

Attachments: [1. VAR2016-001 staff report](#), [2. VAR2016-001 application](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
VAR2016-0001, #44 Stevens Road

Drafter
Jeff Mueller

Body
The applicant for a waiver to the development regulations is seeking relief from two sections:

- 1. Sidewalks shall be constructed along frontage of Stevens Road. (DR 6.13)**
- 2. Curb and Gutter Improvements of 14 feet from centerline to back of curb along frontage of Stevens Road. (DR 6.2.2)**

Motion
A motion to Approve/Deny the attached Application to receive a waiver from two sections of the City of Norcross Development Regulations as listed:

- 1. Sidewalks shall be constructed along frontage of Stevens Road. (DR 6.13)**
- 2. Curb and Gutter Improvements of 14 feet from centerline to back of curb along frontage of Stevens Road. (DR 6.2.2)**



CITY OF NORCROSS

Community Development Department

Petition No. VAR2016-0001

Project Type	Waiver to Development Regulations
Property Location	619 South Peachtree Street (6244 022)
Petitioner	Ronald Padgett 659 South Peachtree Street Norcross, GA 30071
Petitioner's Request	Receive a waiver from two sections of the City of Norcross Development Regulations
Date	3-2-16

Vicinity Map



The applicant, Ronald Padgett, has applied for a waiver to the development regulations. The application is associated with an exemption plat filing for parcel 6-244-022, 619 South Peachtree Street. The applicant proposes to build a single family residence on a proposed created lot fronting on Stevens

Road. There are necessary improvements such a building permit application would face in compliance with the City of Norcross development regulations:

TRANSPORTATION. The following improvements will be required through implementation of the Development Regulations when the project, if approved, is submitted for a preliminary plat and or building permit approval:

1. *Right of way dedication of 25 feet from centerline along frontage of Stevens Road. (DR 6.2.1)*
2. *Curb and Gutter Improvements of 14 feet from centerline to back of curb along frontage of Stevens Road. (DR 6.2.2)*
3. *Sidewalks shall be constructed along frontage of Stevens Road. (DR 6.13)*

The applicant for a waiver to the development regulations is seeking relief from two sections:

1. Sidewalks shall be constructed along frontage of Stevens Road. (DR 6.13)
2. Curb and Gutter Improvements of 14 feet from centerline to back of curb along frontage of Stevens Road. (DR 6.2.2)

ANALYSIS and RECOMMENDATION.

1. Sidewalks shall be constructed along frontage of Stevens Road. (DR 6.13)

In the enacting resolution of the Development Regulations (Chapter 105 of the city code), purposes of the Development Regulations are:

*To assure the provision of required streets, utilities, and **other facilities** and services to new land developments in conformance with public improvement policies of the city, and*

*To assure adequate provision for safe and convenient traffic access and circulation, both vehicular **and pedestrian**, in new land developments.*

With the adoption of development regulations, the city council has set policy that development shall build the infrastructure on those public roads that it fronts to address the impact of its development. These improvements along public road frontages accommodate the increasing demand placed on the road network due to the impact of proposed development.

From page 107 of the 2011 Norcross Town Center LCI Update, a recommendation is made to enhance pedestrian and bicycle connections to and across Buford Highway. Supporting the development regulations policy would further the recommendation of the 2011 LCI Update study.

The applicant has stated in the variance narrative the following:

1. *“There are safety considerations walking along the side of an embankment that goes nowhere. This proposed sidewalk would end with a steep drop-off.”* All properties, especially small tracts like this tract, will undergo significant grading and modification during the building of the home, which will take up most of the lot. The necessary shoulder can be built to accommodate the sidewalk during this significant grading activity.
2. *“Neither adjacent property has an existing sidewalk.”* The development regulation policy implemented will realize a completed sidewalk network once each frontage develops or redevelops.
3. *“There are no schools or shopping areas near the sidewalk. There is an existing, continuous sidewalk available to pedestrians on the other side of the Stevens.”* There is a library, transit stops on Buford Highway, and a major employer in Westrock. The LCI study recommends sidewalks in this study area, and this parcel is in the Norcross Town Center study area.

Staff recommendation is for DENIAL of this waiver request.

2. Curb and Gutter Improvements of 14 feet from centerline to back of curb along frontage of Stevens Road. (DR 6.2.2)

In the enacting resolution of the Development Regulations (Chapter 105 of the city code), purposes of the Development Regulations are:

To assure the provision of required streets, utilities, and other facilities and services to new land developments in conformance with public improvement policies of the city, and

To assure adequate provision for safe and convenient traffic access and circulation, both vehicular and pedestrian, in new land developments.

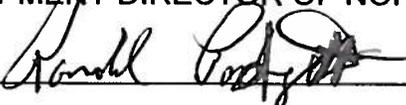
These improvements along public road frontages accommodate the increasing demand placed on the road network due to the impact of the proposed development. Curb and gutter is necessary to accommodate road drainage when adjacent land is developed and drainage patterns modified. It is also the necessary drainage structure to support the road shoulder upon which a sidewalk will be constructed.

This request should be considered concurrently with the sidewalk request. If the City Council grants a waiver from the sidewalk construction, then this waiver requirement should be granted as well. If the City Council denies a waiver from the sidewalk construction, then this waiver requirement should be denied as well. Therefore, the analysis for this request is tied to the analysis for the need for a sidewalk.

As the staff recommendation for the sidewalk is denial, so the staff recommendation is for DENIAL of this waiver request.

APPLICATION FOR MODIFICATION OF THE DESIGN STANDARDS OF THE DEVELOPMENT REGULATIONS (D.R. 13-3)

COMMUNITY DEVELOPMENT DIRECTOR OF NORCROSS

APPLICANT Ronald Padgett 

ADDRESS 44 Stevens Road ZIP CODE 30071

PHONE NUMBER (S) 770-446-8028 DATE _____

SIGNATURE _____

NAME OF DEVELOPMENT N/A

DEVELOPMENT NUMBER: CNO _____ DISTRICT _____ LAND LOT _____ PARCEL _____

ZONING DISTRICT _____ TYPE OF PROJECT Residential Construction

- ATTACH THREE (3) COPIES OF SITE PLAN

MODIFICATION REQUESTED

I am requesting a variance to NOT install a sidewalk along the property at 44 Stevens road.

There are safety considerations walking along side an embankment that goes nowhere. This proposed sidewalk would end with a steep drop-off.

Neither adjacent property has an existing sidewalk.

There are no schools or shopping areas near the sidewalk. There is an existing, continuous sidewalk available to pedestrians on the other side of Stevens.

NEED FOR MODIFICATION _____

COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY

RECOMMENDATION _____

SIGNATURE _____ DATE _____



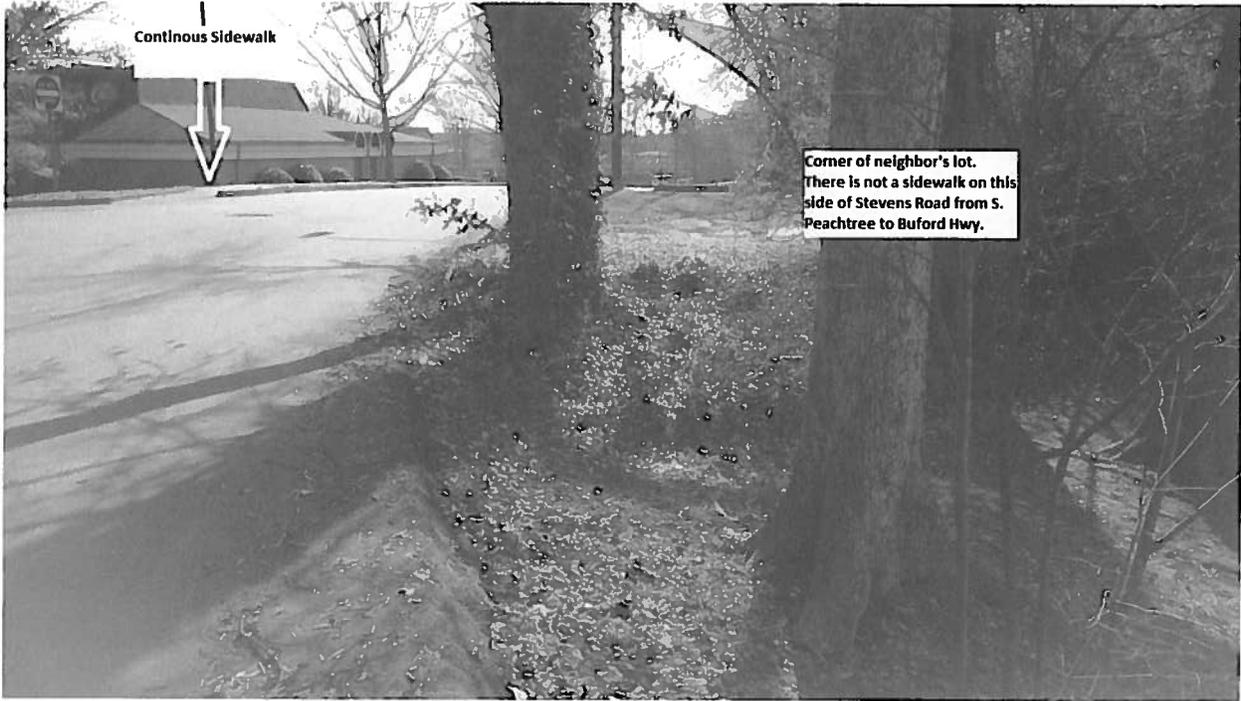
Neighbor's garage. Sidewalk would end and drop-off.

Continuous sidewalk from S. Peachtree to Buford Hwy.



Sidewalk would end with a steep drop off

Continuous sidewalk from S. Peachtree St to Buford Hwy



Continous Sidewalk



Corner of neighbor's lot.
There is not a sidewalk on this
side of Stevens Road from S.
Peachtree to Buford Hwy.



Legislation Details (With Text)

File #: 16-4361 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/11/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: SBV2016-0001, 509 Holcomb Bridge Road

Sponsors:

Indexes:

Code sections:

Attachments: [1. SBV2016-001 staff report1](#), [2. SBV2016-001 application](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
SBV2016-0001, 509 Holcomb Bridge Road

Drafter
Jeff Mueller

Body
The applicant, Copperleaf Properties, LLC, is requesting a variance from the City of Norcross stream buffer ordinance. The applicant is seeking a variance to allow encroachment in both the 50-foot undisturbed buffer and the 75-foot non-improvement setback on the south side of the stream.

Motion
A motion to Approve/Deny a Variance to allow Encroachment in the 50-foot undisturbed buffer and the 75-foot non-improvement setback on the south side of the stream.



CITY OF NORCROSS

Community Development Department

Petition No. SBV2016-0001

Project Type

Stream Buffer Variance

Property Location

509 Holcomb Bridge Road (6254 320,307,596)

Petitioner

**Copperleaf Partners, LLC
4527 South Old Peachtree Street
Norcross, Georgia 30071**

Petitioner's Request

Encroach in the 50 foot undisturbed buffer and the 75 foot non-improvement setback

Date

3-2-16

Vicinity Map



Staff has reviewed the above referenced application for a stream buffer variance. The applicant, Copperleaf Properties, LLC, is requesting a variance from the City of Norcross stream buffer ordinance. The applicant is seeking a variance to allow encroachment in both the 50-foot undisturbed buffer and the 75-foot non-improvement setback on the south side of the stream.

The stream buffer ordinance defines two zones of impact on a parcel: the zone which is between 25 and 50 feet from the top of bank of the stream does not allow land disturbance and impervious surface, and the zone which is between 50 and 75 feet from the top of bank of the stream does not allow impervious surface. The applicant has proposed an impact that requires a variance: impervious surface impact in the zone between 50 and 75 feet from the top of bank of the stream.

For the zone between 25 and 50 feet, the applicant is proposing 1,036 square feet of land disturbance impacts. For the zone between 50 and 75 feet, the applicant is proposing pervious pavement and therefore has no impervious surface impact.

EXISTING CONDITION. The site was rezoned for three lots in 2014, REZ2014-0002/0003. There is a stream that runs diagonally through the site, a tributary to Crooked Creek. The applicant has subsequently created the three lots through the platting process in accord with city development regulations and obtained three building permits. Residential drainage plans were prepared and approved as part of the building permit process showing no impacts in the stream buffer.

There was an existing driveway with area in the zones of 0 to 25 feet, 25 to 50 feet, and 50 to 75 feet, that was to be demolished and abandoned in favor of a driveway network that did not impact the stream buffer zones. The applicant has subsequently desired to pursue using some of the footprint of the existing driveway now that the houses have been built and for reasons outlined in his application.

COMPLETENESS OF APPLICATION. According to Section 150-60 of the city code, at a minimum, a variance request shall include the following information:

(1) A site map that includes locations of all streams, wetlands, floodplain boundaries and other natural features, as determined by field survey, vegetation and other physical characteristics of the property;
APPLICABLE. This information has been provided.

(2) A description of the shape, size, topography, slope, soils, vegetation and other physical characteristics of the property;
APPLICABLE. This information has been provided.

(3) A dated site plan that shows the locations of all existing and proposed structures and other impervious cover, the limits of all existing and proposed land disturbance, both inside and outside the buffer and setback. The exact area of the buffer to be affected shall be accurately and clearly indicated;
APPLICABLE. This information has been provided.

(4) Documentation that impacts to the buffer have been avoided or minimized to the fullest extent practicable;
APPLICABLE. The applicant has provided information in the form of land disturbance activities that were undertaken without a permit. By definition, the activities were not avoided or minimized.

(5) A calculation of the total area and length of the proposed intrusion;
APPLICABLE. This information has been determined and is discussed in the report.

(6) A storm water management site plan, if applicable;
APPLICABLE. The applicant is not proposing to provide storm water management.

(7) Proposed mitigation, if any, for the intrusion. If no mitigation is proposed, the request must include an explanation of why none is being proposed;
APPLICABLE. The applicant is proposing to provide mitigation. The explanation is what is stated in the application.

(8) A description of the project, with details of the buffer disturbance, including estimated length of time for the disturbance and justification for why the disturbance is necessary;
APPLICABLE. The applicant has provided information.

(9) Any other reasonable information related to the project that the Public Works Department may deem necessary to effectively evaluate the variance request;
APPLICABLE. Staff of the department has determined area measurements of the impact in the two zones defined by the stream buffer ordinance.

(10) A copy of the permit application, supporting documentation, and proposed mitigation plan as submitted to the United States Army Corps of Engineers under section 404 of the Federal Water Pollution Control Act Amendment of 1972, 33 USC 1344, if applicable;
NOT APPLICABLE

(11) A copy of the permit application, supporting documentation, and proposed mitigation plan as submitted to the Georgia Environmental Protection Division for a variance from the state waters' buffer; and
NOT APPLICABLE

(12) A buffer mitigation plan in accordance with the procedure outlined in the city storm water design manual.

APPLICABLE. The applicant has proposed a mitigation plan that involves restoring forest in the 0 to 25 foot from stream bank zone and the 25 to 50 foot from stream bank zone. The plan also is predicated on employing pervious paving for the driveways.

Because this plan has been provided, the variance is eligible to be considered under 4.2.2.5 of the Stream Buffer Ordinance.

FACTORS FOR ISSUING A VARIANCE. Per Section 105-61 of the city code, the following factors as denoted in italics will be considered in determining whether to issue a variance (the staff analysis is in standard font):

(1) The shape, size, topography, slope, soils, vegetation and other physical characteristics of the property; Given that an existing dwelling and driveway has existed on the property, and that the applicant is undertaking improvements to the site that involve reducing impacts in the 0 to 25 foot zone, staff's determination is that this IS a factor in issuing a variance.

(2) The locations of all streams on the property, including along property boundaries as determined from field inspection; Given that an existing dwelling and driveway has existed on the property with the stream configuration, and that the applicant is undertaking improvements to the site that involve reducing impacts in the 0 to 25 foot zone, staff's determination is that this IS a factor in issuing a variance

(3) The location and extent of the proposed buffer or setback intrusion; At its maximum point of penetration, the proposed intrusion is 25 feet into the undisturbed stream buffer zone.

(4) Whether alternative designs are possible which require less intrusion or no intrusion; An alternative design which avoided intrusion had already been provided when the building permits were applied for, so these designs do exist. Since alternative designs are possible, staff's determination that this is NOT a factor in issuing a variance.

(5) The long term and construction water-quality impacts of the proposed variance; Increasing the area of land disturbance in the zone from 25 to 50 feet from the stream bank has adverse water quality impacts. This is NOT a factor in issuing a variance.

(6) Whether issuance of the variance is at least as protective of natural resources and the environment; Given that the variance would increase the intrusion in the zone from 25 to 50 feet from the stream bank, it is not at least as protective and is therefore NOT a factor in issuing a variance.

(7) The value of mitigation activities as calculated in accordance with the city storm water design manual. Staff has completed buffer zone impact area calculations in accord with 9.5.2.1.1 of the SSFISS (Stormwater Systems and Facilities Installation Standards and Specifications) Manual.

The applicant will convert about 63 sf of existing impervious (disturbed pervious) into restored forest in the zone from 0 to 25 feet from the stream bank, and 1,942 sf of impervious surface into restored forest in the zone from 25 to 50 feet from the stream bank. In addition, the applicant will utilize pervious pavement in the 25 to 50 foot zone and the 50 to 75 foot zone, leaving no impervious surface impact in the stream buffer zones on the property. The stream buffer evaluation tool factors in areas of impact and remediation to determine if the replacement mitigation approach meets the standards of the SSFISS Manual. Statistically, the tool shows that there is NOT a deficit of mitigation credit units using this approach, and therefore could BE a factor in issuing a variance.

STAFF RECOMMENDATION. The applicant has proposed a mitigation plan that will be at least as protective of natural resources and the environment. Therefore, staff recommends **CONDITIONAL APPROVAL** of this stream buffer variance request.

CONDITION:

1. Applicant to use pervious pavement for entire driveway on the property. This condition will be denoted on the exemption plat. Exemption Plat to be rerecorded with this information so that the requirement will survive title transfer in perpetuity.

STREAM BUFFER MITIGATION WORKSHEET									
CHAPTER 9, STORM WATER MANAGEMENT MANUAL									
EXISTING IMPACT AREA (SF)									
ZONE									
TYPE	0-25	25-50	50-75						
Impervious									
Disturbed Pervious	SF	SF	SF						
Forest	SF	SF	SF						
TOTAL	SF	SF	SF						
PROPOSED IMPACT AREA (SF)									
ZONE									
TYPE (EXISTING to PROPOSED)	0-25	25-50	50-75						
Forest TO Impervious	SF	SF	SF						
Forest TO Disturbed Pervious	SF	SF	SF						
Disturbed Pervious TO Impervious	SF	1036 SF	0 SF						
TOTAL	SF	SF	SF						
IMPACT WQ FACTOR									
ZONE									
TYPE (EXISTING to PROPOSED)	0-25	25-50	50-75						
Forest TO Impervious	8	6	2						
Forest TO Disturbed Pervious	7	5.25	0						
Disturbed Pervious TO Impervious	4	3	1						
WATER QUALITY VALUE -IMPACT									
ZONE									
TYPE (EXISTING to PROPOSED)	0-25	25-50	50-75						
Forest TO Impervious	0	0	0						
Forest TO Disturbed Pervious	0	0	0						
Disturbed Pervious TO Impervious	0	3108	0						3108
EXISTING MITIGATION AREA (SF)									
ZONE									
TYPE	0-25	25-50	50-75	75-150	150-300				
Impervious	SF	SF	SF	SF	SF				
Disturbed Pervious	SF	SF	SF	SF	SF				
Forest			SF	SF	SF				
TOTAL	SF	SF	SF	SF	SF				
PROPOSED MITIGATION AREA (SF)									
ZONE									
TYPE (EXISTING to PROPOSED)	0-25	25-50	50-75	75-150	150-300				
Impervious TO Disturbed Pervious	SF	SF	464 SF						
Disturbed Pervious TO Restored Forest	SF	SF	SF	SF	SF				
Impervious TO Restored Forest	63 SF	1942 SF	SF	SF	SF				
Preserved Forest			SF	SF	SF				
TOTAL	SF	SF	SF	SF	SF				
MITIGATION WQ FACTOR									
ZONE									
TYPE (EXISTING to PROPOSED)	0-25	25-50	50-75	75-150	150-300				
Impervious TO Disturbed Pervious	1	0.75	0.25						
Disturbed Pervious TO Restored Forest	1.5	1.125	0.375	0	0				
Impervious TO Restored Forest	4	1.5	0.5	0.125	0.0625				
Preserved Forest			1	0.5	0.25				
WATER QUALITY VALUE -MITIGATION									
Impervious TO Disturbed Pervious	0	0	116						
Disturbed Pervious TO Restored Forest	0	0	0	0	0				
Impervious TO Restored Forest	252	2913	0	0	0				
Preserved Forest			0	0	0				3281
WATER QUALITY VALUE -IMPACT									
									3108
									MITIGATION PROVIDE
									MITIGATION REQUIRE

CITY OF NORCROSS APPLICATION FOR STREAM BUFFER VARIANCE

This form describes how to apply for a variance from the stream buffer ordinance, however any activity within a state waters' buffer must meet State requirements. A variance cannot be processed unless all information accompanies the application; a variance will not be considered when actions of any property owner of a given property have created conditions of a hardship on that property.

OWNER INFORMATION

Owner's Name: Copperleaf Partners, LLC
Owner's Address: 4527 South Old Peachtree Road - Norcross, GA #0071
Phone: (770) 449-5552 Fax: (770) 449-5554 Email: mfunk@wcinc.com

APPLICATION/CONTACT INFORMATION

Contact Name: Marsha S. Funk or Dennis G. Zakas
Company Name: Copperleaf Partners, LLC
Contact Address: 4527 South Old Peachtree Road
Phone: (770) 449-5552 Fax: (770) 449-5554 Email: czakas@wcinc.com

PROPERTY INFORMATION

Tax Parcel Number: 6252 307 Size in Acres: .6836 Acres
Address: 509 Holcomb Bridge Road - Norcross, GA 30071
Number of existing structures: _____

DESCRIPTION OF STREAM BUFFER VARIANCE REQUESTED

Rezoning & arch Review Board - COA 2014-0053, 0054, 0055

HAS THIS PROPERTY BEEN REVIEWED BY ANY CITY BOARDS WITHIN THE PAST 24 MONTHS?

NO YES If yes, please state which board and file number: _____

PUBLIC HEARING REQUIREMENT DETERMINATION. CHECK THE SITUATION THAT APPLIES:

1. The project involves the construction of one (1) single family home for residential use by the owner of the subject property on a parcel that was platted prior to the effective date of this ordinance (2006).

[4.2.1 If the project involves the construction of one (1) single family home for residential use by the owner of the subject property on a parcel that was platted prior to the effective date of this ordinance, and its shape, topography or other existing physical condition prevents land development consistent with this ordinance, and the Public Works Department finds and determines that the requirements of this ordinance prohibit the otherwise lawful use of the property by the owner, the Mayor and Council may grant a variance from the buffer and setback requirements hereunder, provided such variance requires mitigation measures to offset the effects of any proposed land development on the parcel. The Mayor and Council is authorized to use a consent agenda to fulfill the terms of this Subsection].

2. The project does not involve construction of one (1) single family home for residential use by the owner of the subject property on a parcel that was platted prior to the effective date of this ordinance.

[4.2.2 Except as provided above, the Mayor and Council shall grant no variance from any provision of this ordinance without first conducting a public hearing on the application for variance and authorizing the granting of the variance by an affirmative vote of the Mayor and Council. The Community Development Department shall give public notice of each such public hearing in a newspaper of general circulation within the City of Norcross at least once a week for two consecutive weeks before it is heard. The Community Development Department shall require that the applicant post a sign giving notice of the proposed variance and the public hearing at least 15 days prior to the date of the hearing. The sign shall be of a size and posted in such a location on the property as to be visible from the primary adjacent road right-of-way.]

CITY OF NORCROSS APPLICATION FOR STREAM BUFFER VARIANCE

This form describes how to apply for a variance from the stream buffer ordinance, however any activity within a state waters' buffer must meet State requirements. A variance cannot be processed unless all information accompanies the application; a variance will not be considered when actions of any property owner of a given property have created conditions of a hardship on that property.

VARIANCE APPROPRIATENESS DETERMINATION. VARIANCES MAY BE GRANTED IN ACCORDANCE WITH THE FOLLOWING PROVISIONS.

Describe how you have tried to avoid or minimize to the fullest extent practicable, impact to the buffer. Attach additional pages as needed.

[4.2.2.1 The applicant provides evidence that impacts to the buffer have been avoided or minimized to the fullest extent practicable; and]

SEE ATTACHED

Check which of the following apply, and add comments if appropriate. At least one of the following conditions is necessary to move the variance process forward:

1. The project involves the construction or repair of a structure which must, by its nature, be located in the buffer.
[4.2.2.2 The project involves the construction or repair of a structure that, by its nature, must be located within the buffer. Such structures include dams and detention/retention pond; or]
2. The project is a paved recreational foot trail or viewing area.
[4.2.2.3 Paved recreational foot trails and viewing areas, providing that impacts to the buffer are minimal; or]
3. The project will have a US Army Corps of Engineer's section 404 permit before construction begins.
4.2.2.4 The proposed land disturbing activity within the buffer will receive a permit from the United States Army Corps of Engineers (USACE) under Section 404 of the federal Water Pollution Control Act Amendment of 1972, 33 U.S.C. Section 1344, and the Corps of Engineers has received a mitigation plan to be implemented as a condition of such a permit. In addition, land disturbing activities in the buffer that are outside the USACE's jurisdiction must be mitigated; or
4. The Buffer intrusion is mitigated using the procedure established in the City of Norcross (Gwinnett County) Storm Water Design Manual.
4.2.2.5 The buffer intrusion is mitigated using the procedure established in the City of Norcross Storm Water Design Manual; or
5. A valid and complete application for rezoning of the property was submitted prior to the effective date of the ordinance and approval of the rezoning by the Mayor and Council occurred after the effective date of the ordinance application, and the variance request is consistent with the intent of the Ordinance factoring into account the property owner's reliance on standards in effect at the time of the rezoning.
[4.2.2.6 A valid and complete application for rezoning of the property is submitted prior to the effective date of this ordinance and approval of the rezoning by the Mayor and Council occurs after the effective date of this ordinance application, and the variance request is consistent with the intent of this Ordinance factoring into account the property owner's reliance on standards in effect at the time of the rezoning.]

City of Norcross Application for Stream Buffer Variance

[4.2.2.1 The applicant provides evidence that impacts to the buffer have been avoided or minimized to the fullest extent practicable; and]

Revised design involves removing of existing impervious concrete drive in buffer and replacing with pervious pavers inside and outside buffer

Current previously approved plan allows approximately 6,308 square feet of pervious surface and 2,904 square feet of impervious surface

Buffer reduction request will net 6,075 square feet of pervious paver surfaces

Statement of Reason for Stream Buffer Variance

The applicants request for a stream buffer variance is related to a few important issues brought forth after acquiring the original building permits for the subject properties. *Safety, increased individual private driveway accessibility/responsibility, and access to front yards* are concerns of ours for the upcoming individual home owners.

The project as currently designed details a single use driveway that is to be completely shared by all homeowners and cuts across each yard perpendicularly. We believe this has the potential to increase chances of an accident while children or adults are engaged in any outdoor activities along the fronts of the homes. Splitting the driveways up decreases the traffic activity along each home thus decreasing automobile crossings across others properties and the potential for accidents and misunderstandings.

The new driveway layout allows for a more private access to each individual home and increases the sense of individual ownership, accessibility, and responsibility to each home owner.

Access to private front yards are important to each homeowner and we believe it increases the value, usability, and accessibility for each individual property owner.

CITY OF NORCROSS APPLICATION FOR STREAM BUFFER VARIANCE

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REQUIRED ATTACHMENTS:

1. A site map that includes locations of all streams, wetlands, floodplain boundaries and other natural features, as determined by field survey [4.2.3.1]
2. A description of the shape, size, topography, slope, soils, vegetation and other physical characteristics of the property [4.2.3.2]
3. A dated site plan that shows the locations of all existing and proposed structures and other impervious cover, the limits of all existing and proposed land disturbance, both inside and outside the buffer and setback. The exact area of the buffer to be affected shall be accurately and clearly indicated [4.2.3.3];
4. Documentation that impacts to the buffer have been avoided or minimized to the fullest extent practicable [4.2.3.4];
5. A calculation of the total area and length of the proposed intrusion [4.2.3.5];
6. A storm water management site plan, if applicable [4.2.3.6];
7. Proposed mitigation, if any, for the intrusion. If no mitigation is proposed, the request must include an explanation of why none is being proposed [4.2.3.7];
8. A description of the project, with details of the buffer disturbance, including estimated length of time for the disturbance and justification for why the disturbance is necessary [4.2.3.8];
9. Any other reasonable information related to the project that the Public Works Department may deem necessary to effectively evaluate the variance request [4.2.3.9];
10. A copy of the permit application, supporting documentation, and proposed mitigation plan as submitted to the United States Army Corps of Engineers under Section 404 of the federal Water Pollution Control Act Amendment of 1972, 33 U.S.C. Section 1344, if applicable [4.2.3.10];
11. A copy of the permit application, supporting documentation, and proposed mitigation plan as submitted to the Georgia Environmental Protection Division for a variance from the state waters' buffer, if applicable [4.2.3.11]; and
12. A buffer mitigation plan in accordance with the procedure outlined in the City of Norcross Storm Water Design Manual¹. [4.2.3.12]
13. **REQUIRED NUMBER OF COPIES: 2 FULL SIZE COLOR COPIES, 1 COPY 11X17, 1 CD IN .PDF FORMAT**

[NOTE: No application or reapplication for a variance affecting the same stream segment on a property shall be heard within 12 months from the date of last action by the Mayor and Council unless such 12 month period is waived by the Mayor and Council, and in no case may such application or reapplication be reconsidered in less than six months from the date of last action by the Mayor and Council.]

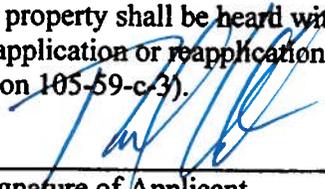
¹ The City of Norcross has adopted the current edition of the Gwinnett County Storm Water Design Manual as its Storm Water Design Manual

CITY OF NORCROSS APPLICATION FOR STREAM BUFFER VARIANCE

This form describes how to apply for a variance from the stream buffer ordinance, however any activity within a state waters' buffer must meet State requirements. A variance cannot be processed unless all information accompanies the application; a variance will not be considered when actions of any property owner of a given property have created conditions of a hardship on that property.

Applicant Certification

The undersigned is authorized to make this application and is aware that an application or reapplication for a variance affecting the same stream segment on a property shall be heard within 12 months from the date of last action by the City Council, and in no case may such application or reapplication be considered in less than six months from the date of last action by the City Council (Section 105-59-c-3).



 Signature of Applicant 1/8/16
Date

Notary Seal

Rick Cheek - Builder

Typed or Printed Name & Title

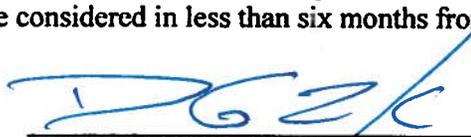




 Signature of Notary Public 1/8/16
Date

Property Owner Certification

The undersigned is the record owner of the property considered in this application and is aware that no application or reapplication for a variance affecting the same stream segment on a property shall be heard within 12 months from the date of last action by the City Council unless such 12-month period is waived by the City Council, and in no case may such application or reapplication be considered in less than six months from the date of last action by the City Council (Sec. 105-59-c-3).



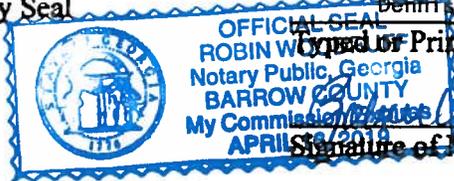
 Signature of Property Owner 1/8/2016
Date

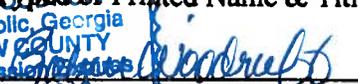
Copperleaf Partners, LLC

Dennis G. Zakas - Principal

Typed or Printed Name & Title

Notary Seal

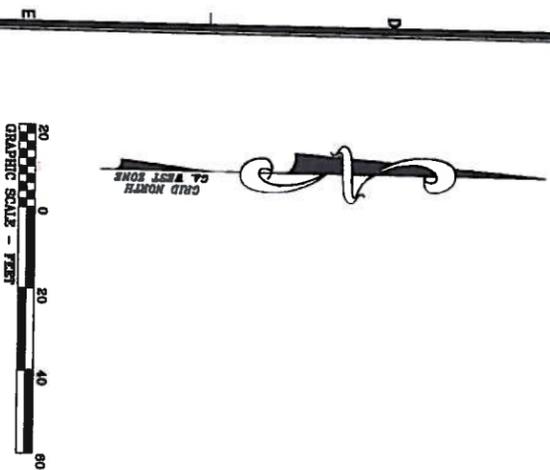
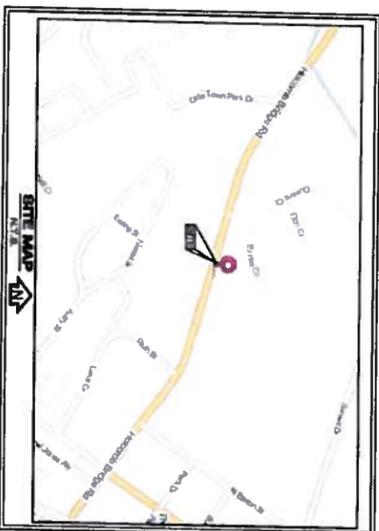




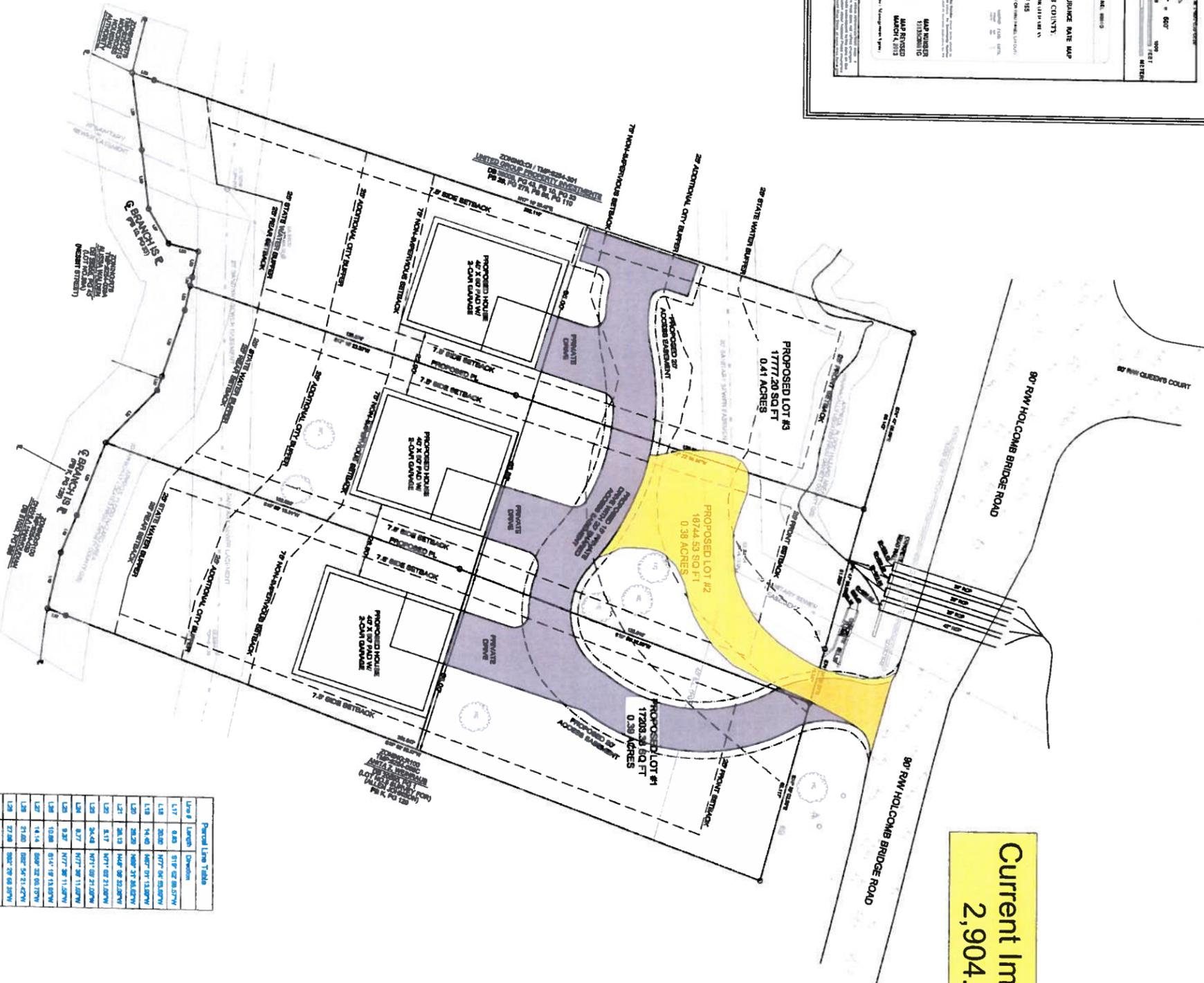
 Signature of Notary Public 1-8-2016
Date

Community Development Use Below Only

Date Received: _____ Receipt Number: _____ Application Number: _____
 Fee Paid: _____ Meeting Schedule: Policy Meeting Date: _____ Mayor & Council Date: _____
 Decision: Approved: _____ Approved with conditions: _____ Denied: _____



**Current Impervious Drive
2,904.45 SQ FT**



Lot #	Length	Division
L17	0.00	0777 02 00.00'W
L18	0.00	0777 04 00.00'W
L19	14.40	0807 04 13.00'W
L20	20.20	0807 07 13.00'W
L21	20.10	0807 07 13.00'W
L22	0.10	0807 07 13.00'W
L23	0.10	0807 07 13.00'W
L24	0.10	0807 07 13.00'W
L25	0.10	0807 07 13.00'W
L26	0.10	0807 07 13.00'W
L27	0.10	0807 07 13.00'W
L28	0.10	0807 07 13.00'W
L29	0.10	0807 07 13.00'W
L30	0.10	0807 07 13.00'W
L31	0.10	0807 07 13.00'W
L32	0.10	0807 07 13.00'W
L33	0.10	0807 07 13.00'W
L34	0.10	0807 07 13.00'W
L35	0.10	0807 07 13.00'W
L36	0.10	0807 07 13.00'W
L37	0.10	0807 07 13.00'W
L38	0.10	0807 07 13.00'W
L39	0.10	0807 07 13.00'W
L40	0.10	0807 07 13.00'W
L41	0.10	0807 07 13.00'W
L42	0.10	0807 07 13.00'W
L43	0.10	0807 07 13.00'W
L44	0.10	0807 07 13.00'W
L45	0.10	0807 07 13.00'W
L46	0.10	0807 07 13.00'W
L47	0.10	0807 07 13.00'W
L48	0.10	0807 07 13.00'W
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L50	0.10	0807 07 13.00'W
L51	0.10	0807 07 13.00'W
L52	0.10	0807 07 13.00'W
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L62	0.10	0807 07 13.00'W
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L64	0.10	0807 07 13.00'W
L65	0.10	0807 07 13.00'W
L66	0.10	0807 07 13.00'W
L67	0.10	0807 07 13.00'W
L68	0.10	0807 07 13.00'W
L69	0.10	0807 07 13.00'W
L70	0.10	0807 07 13.00'W
L71	0.10	0807 07 13.00'W
L72	0.10	0807 07 13.00'W
L73	0.10	0807 07 13.00'W
L74	0.10	0807 07 13.00'W
L75	0.10	0807 07 13.00'W
L76	0.10	0807 07 13.00'W
L77	0.10	0807 07 13.00'W
L78	0.10	0807 07 13.00'W
L79	0.10	0807 07 13.00'W
L80	0.10	0807 07 13.00'W
L81	0.10	0807 07 13.00'W
L82	0.10	0807 07 13.00'W
L83	0.10	0807 07 13.00'W
L84	0.10	0807 07 13.00'W
L85	0.10	0807 07 13.00'W
L86	0.10	0807 07 13.00'W
L87	0.10	0807 07 13.00'W
L88	0.10	0807 07 13.00'W
L89	0.10	0807 07 13.00'W
L90	0.10	0807 07 13.00'W
L91	0.10	0807 07 13.00'W
L92	0.10	0807 07 13.00'W
L93	0.10	0807 07 13.00'W
L94	0.10	0807 07 13.00'W
L95	0.10	0807 07 13.00'W
L96	0.10	0807 07 13.00'W
L97	0.10	0807 07 13.00'W
L98	0.10	0807 07 13.00'W
L99	0.10	0807 07 13.00'W
L100	0.10	0807 07 13.00'W

**RICK CHEEK
RE-ZONING CONCEPT**
IN LAND LOT 254 OF THE 6th DISTRICT
IN THE CITY OF NORCROSS, GWINNETT COUNTY, GEORGIA

Georgia Civil
ENGINEERING
LANDSCAPE ARCHITECTURE
LABOR SERVICES

P.O. BOX 508
Norcross, GA 30092
P: 770.442.2222
F: 770.442.2222
www.georgiacivil.com

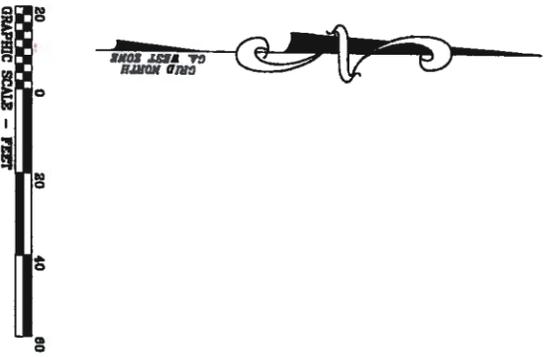
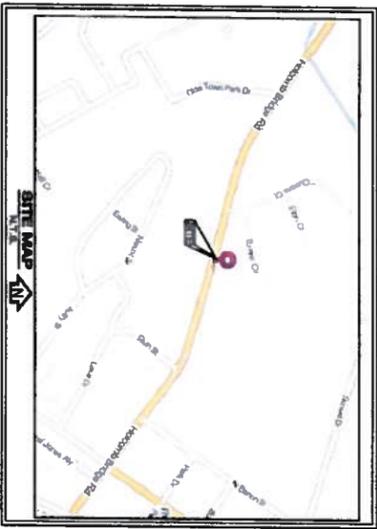
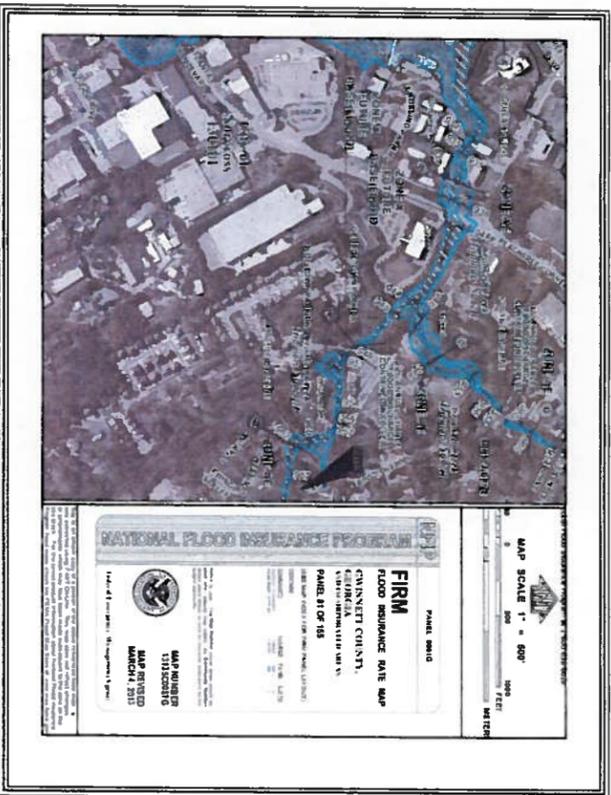
OWNER:
RICK CHEEK
OWNER ADDRESS:
CITY:
STATE: GEORGIA
CONTRACT:

PROJECT NO.	100/254/14
DRAWN BY	CLM
CHECKED BY	PSB
DATE	10/20/14
REVISIONS	
10/20/14	NOV. COMMENTS

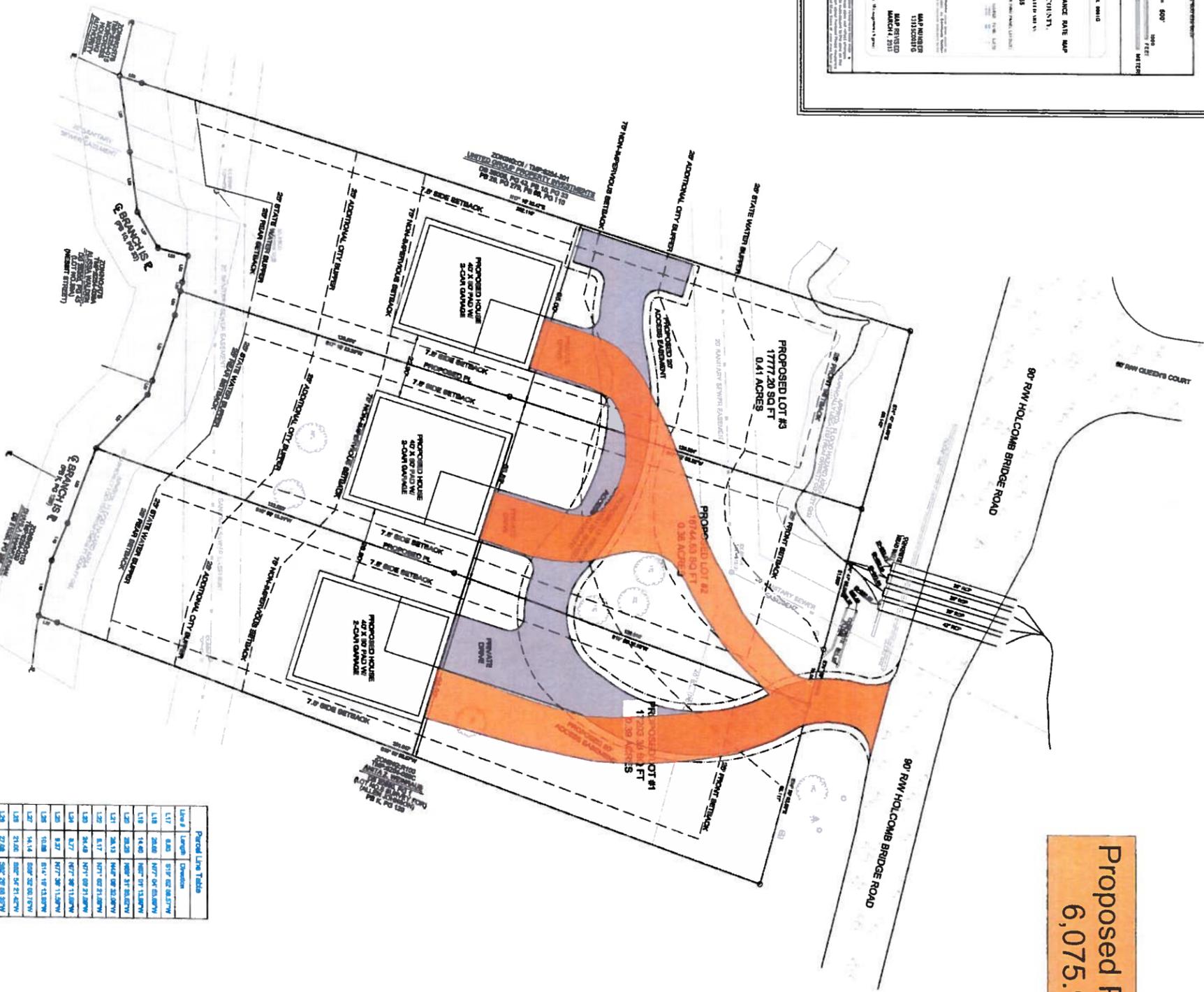
**NOT FOR
CONSTRUCTION**

**NOT FOR
RECORDING**

RE-ZONING
CONCEPT
DRAWING
RZ.1



Proposed Pervious Drive
6,075.95 SQ FT



Line #	Length	Dimension
L17	6.83	57' 02.82 (17')
L18	26.88	167' 04' 03.89 (167')
L19	14.48	107' 07' 11.89 (107')
L20	36.28	207' 07' 11.89 (207')
L21	26.13	167' 07' 11.89 (167')
L22	8.17	107' 07' 11.89 (107')
L23	36.43	207' 07' 11.89 (207')
L24	8.27	107' 07' 11.89 (107')
L25	8.27	107' 07' 11.89 (107')
L26	13.28	81' 11' 13.89 (81')
L27	16.14	91' 11' 13.89 (91')
L28	21.02	121' 07' 11.89 (121')
L29	27.28	157' 07' 11.89 (157')
L30	8.13	107' 07' 11.89 (107')
L31	3.17	177' 07' 11.89 (177')

**NOT FOR
CONSTRUCTION**

**NOT FOR
RECORDING**

georgia chilton
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
LAND SURVEYING
P.O. BOX 888
NORCROSS, GA 30092
P: 770.442.2100
F: 770.442.2100
www.gchilton.com

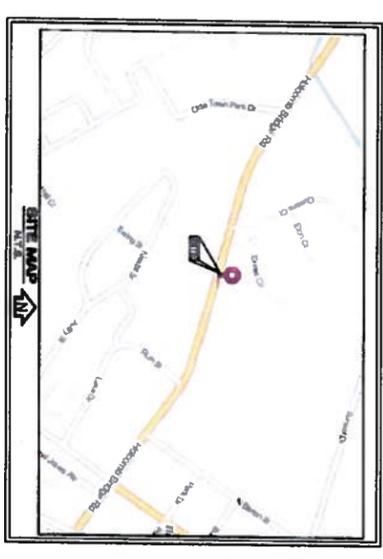
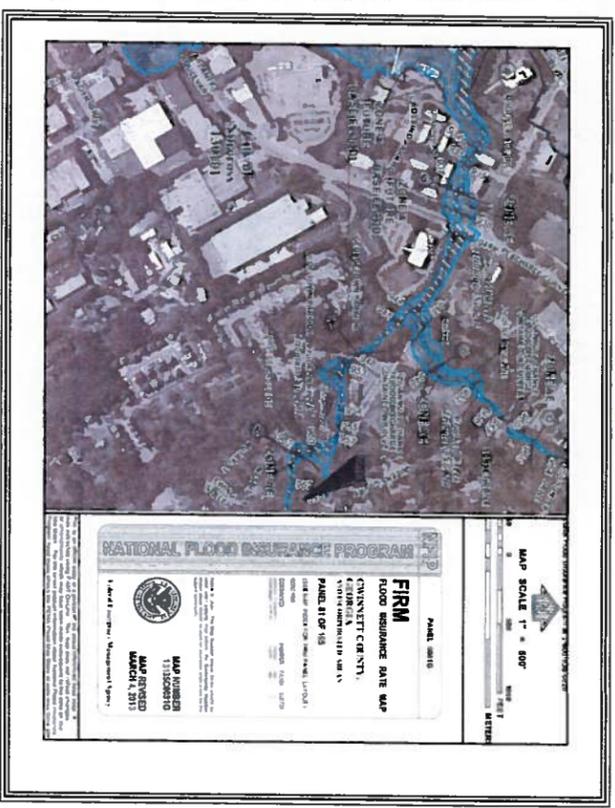
OWNER:
DANIEL CHEEK
OWNER ADDRESS:
CITY: NORTON, GEORGIA
CONTACT:

**RICK CHEEK
RE-ZONING CONCEPT**
IN LAND LOT 254 OF THE 6th DISTRICT
IN THE CITY OF NORCROSS, GWINNETT COUNTY, GEORGIA

PROJECT NO.	
DATE	09/25/14
DRAWN BY	CLM
CHECKED BY	FRB
DATE	
REVISIONS	
1/02/2014 ADD COMMENTS	

**RE-ZONING
CONCEPT
DRAWING**

RZ.1



Approved Drive
6,308.00 SQ FT

Proposed Pervious Drive
6,075.95 SQ FT

Current Impervious Drive
2,904.45 SQ FT



Parcel Line Table

Line #	Length	Direction
L17	8.28	S17° 02' 00.00"W
L18	20.00	N77° 06' 00.00"W
L19	14.40	N67° 07' 15.00"W
L20	20.00	N67° 07' 15.00"W
L21	20.00	N67° 07' 15.00"W
L22	20.00	N67° 07' 15.00"W
L23	20.00	N67° 07' 15.00"W
L24	20.00	N67° 07' 15.00"W
L25	20.00	N67° 07' 15.00"W
L26	20.00	N67° 07' 15.00"W
L27	20.00	N67° 07' 15.00"W
L28	20.00	N67° 07' 15.00"W
L29	20.00	N67° 07' 15.00"W
L30	20.00	N67° 07' 15.00"W
L31	20.00	N67° 07' 15.00"W
L32	20.00	N67° 07' 15.00"W
L33	20.00	N67° 07' 15.00"W
L34	20.00	N67° 07' 15.00"W
L35	20.00	N67° 07' 15.00"W
L36	20.00	N67° 07' 15.00"W
L37	20.00	N67° 07' 15.00"W
L38	20.00	N67° 07' 15.00"W
L39	20.00	N67° 07' 15.00"W
L40	20.00	N67° 07' 15.00"W
L41	20.00	N67° 07' 15.00"W
L42	20.00	N67° 07' 15.00"W
L43	20.00	N67° 07' 15.00"W
L44	20.00	N67° 07' 15.00"W
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L66	20.00	N67° 07' 15.00"W
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L68	20.00	N67° 07' 15.00"W
L69	20.00	N67° 07' 15.00"W
L70	20.00	N67° 07' 15.00"W
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L72	20.00	N67° 07' 15.00"W
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L74	20.00	N67° 07' 15.00"W
L75	20.00	N67° 07' 15.00"W
L76	20.00	N67° 07' 15.00"W
L77	20.00	N67° 07' 15.00"W
L78	20.00	N67° 07' 15.00"W
L79	20.00	N67° 07' 15.00"W
L80	20.00	N67° 07' 15.00"W
L81	20.00	N67° 07' 15.00"W
L82	20.00	N67° 07' 15.00"W
L83	20.00	N67° 07' 15.00"W
L84	20.00	N67° 07' 15.00"W
L85	20.00	N67° 07' 15.00"W
L86	20.00	N67° 07' 15.00"W
L87	20.00	N67° 07' 15.00"W
L88	20.00	N67° 07' 15.00"W
L89	20.00	N67° 07' 15.00"W
L90	20.00	N67° 07' 15.00"W
L91	20.00	N67° 07' 15.00"W
L92	20.00	N67° 07' 15.00"W
L93	20.00	N67° 07' 15.00"W
L94	20.00	N67° 07' 15.00"W
L95	20.00	N67° 07' 15.00"W
L96	20.00	N67° 07' 15.00"W
L97	20.00	N67° 07' 15.00"W
L98	20.00	N67° 07' 15.00"W
L99	20.00	N67° 07' 15.00"W
L100	20.00	N67° 07' 15.00"W

NOT FOR CONSTRUCTION

NOT FOR RECORDING

RICK CHEEK
RE-ZONING CONCEPT
IN LAND LOT 254 OF THE 6th DISTRICT
IN THE CITY OF NORCROSS, GWINNETT COUNTY, GEORGIA

georgia civil
CIVIL ENGINEERING INC.
LAND SURVEYING
210 DIXIE DR.
NORCROSS, GA 30092
P: 706.242.1100
F: 706.242.1100
www.georgiacivil.com

OWNER:
RICK CHEEK
OWNER ADDRESS:
CITY, GEORGIA
CONTACT:

PROJECT:
RE-ZONING
DATE: 09/28/14
DWG DATE:
09/28/14
DESIGNED BY:
RCS
CHECKED BY:
RCS
DATE:
09/28/14
SCALE:
AS SHOWN

RE-ZONING CONCEPT DRAWINGS
RZ.1

OWNER:
 RICK CHEEK
 OWNER ADDRESS:
 CITY:
 STATE: GEORGIA
 CONTACT:

**RICK CHEEK
 RE-ZONING CONCEPT
 IN LAND LOT 254 OF THE 6th DISTRICT
 IN THE CITY OF NORCROSS, GWINNETT COUNTY, GEORGIA**

PROJECT NO.	
DWG DATE	09/25/14
DRAWN BY	CLM
CHECKED BY	JFB
DATE	REVISIONS
10/20/14	ADD COMMENTS

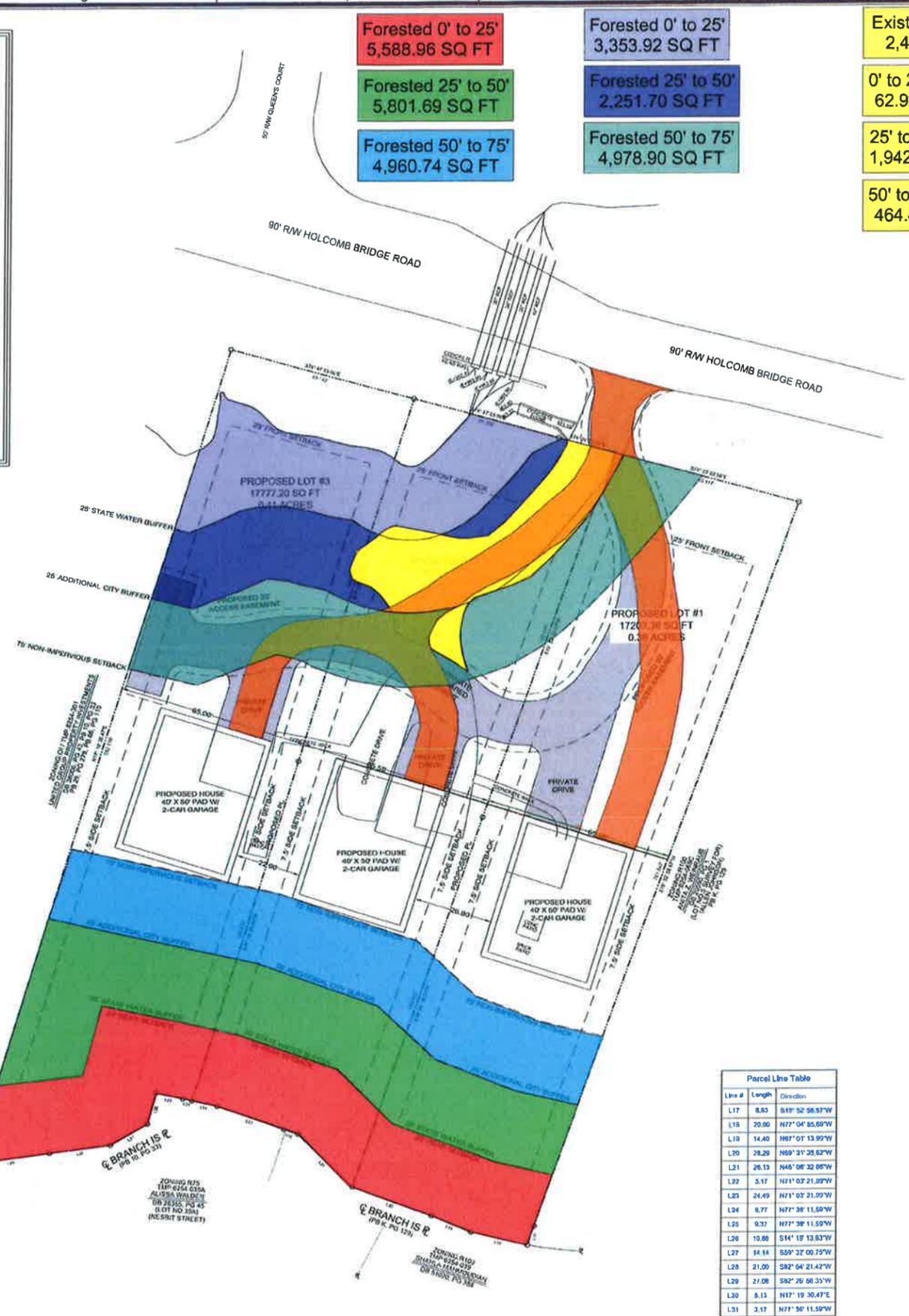
RE-ZONING
 CONCEPT
 DRAWING
 Sheet No.
RZ.1

Proposed Pervious 5,142.09 SQ FT
0' to 25' Buffer 0 SQ FT
25' to 50' Buffer 1,036.17 SQ FT
50' to 75' Buffer 1,324.05 SQ FT

Existing Impervious 2,469.93 SQ FT
0' to 25' Buffer 62.92 SQ FT
25' to 50' Buffer 1,942.61 SQ FT
50' to 75' Buffer 464.40 SQ FT

Forested 0' to 25' 3,353.92 SQ FT
Forested 25' to 50' 2,251.70 SQ FT
Forested 50' to 75' 4,978.90 SQ FT

Forested 0' to 25' 5,588.96 SQ FT
Forested 25' to 50' 5,801.69 SQ FT
Forested 50' to 75' 4,960.74 SQ FT



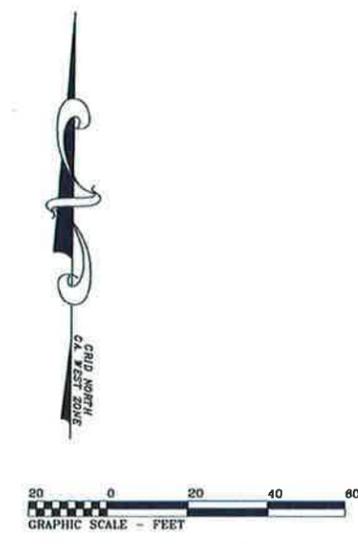
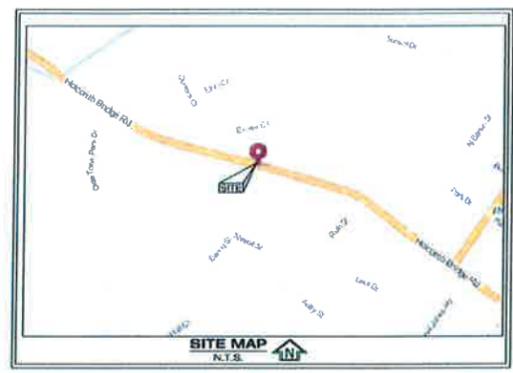
Parcel Line Table

Line #	Length	Direction
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L18	20.00	N77° 04' 55.69"W
L19	14.40	N87° 01' 13.95"W
L20	28.28	N69° 31' 35.82"W
L21	26.13	N45° 08' 32.98"W
L22	5.17	N11° 03' 21.07"W
L23	24.49	N11° 03' 21.99"W
L24	8.77	N77° 38' 11.59"W
L25	9.37	N77° 38' 11.59"W
L26	10.88	S14° 19' 13.83"W
L27	14.14	S59° 22' 00.75"W
L28	21.00	S82° 04' 21.42"W
L29	27.08	S82° 26' 08.35"W
L30	8.13	N17° 19' 30.47"E
L31	3.17	N77° 50' 11.59"W

IMPERVIOUS COVER ANALYSIS:
 CURRENT EXISTING IMPERVIOUS COVER: 7836 SF +/-
 EXISTING IMPERVIOUS COVER WITHIN NON-IMPERVIOUS SETBACK: 3208 SF +/-
 PROPOSED IMPERVIOUS COVER: 18,286 SF +/-
 PROPOSED IMPERVIOUS COVER WITHIN NON-IMPERVIOUS SETBACK: 8208 SF +/-

**NOT FOR
 CONSTRUCTION**

**NOT FOR
 RECORDING**





Legislation Details (With Text)

File #: 16-4306 **Version:** 2

Type: Agenda Item **Status:** Agenda Ready

File created: 1/15/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Beaver Ruin Creek Greenway

Sponsors:

Indexes:

Code sections:

Attachments: 1. [Greenway Concept Plans](#), 2. [LCI Greenway Concept Study](#)

Date	Ver.	Action By	Action	Result
3/21/2016	2	Policy Work Session		
3/7/2016	1	Mayor and Council		
2/15/2016	1	Policy Work Session	Referred to the	
1/25/2016	1	Retreat	Acknowledged	

Title
Beaver Ruin Creek Greenway

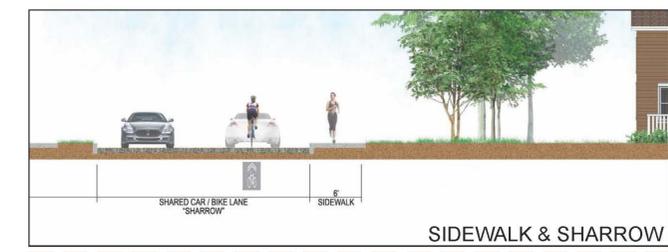
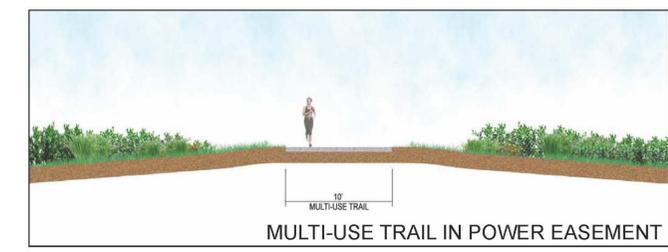
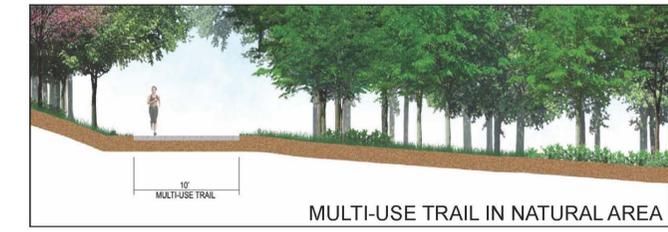
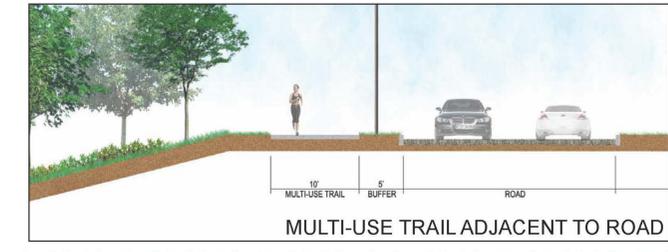
Drafter
Jon Davis

Motion
A motion to Adopt the Attached Concept Plan as presented.

- LEGEND**
- EXISTING STREAM
 - EXISTING LAKE / POND
 - FLOODPLAIN
 - WATERSHED
 - STREAM RESTORATION



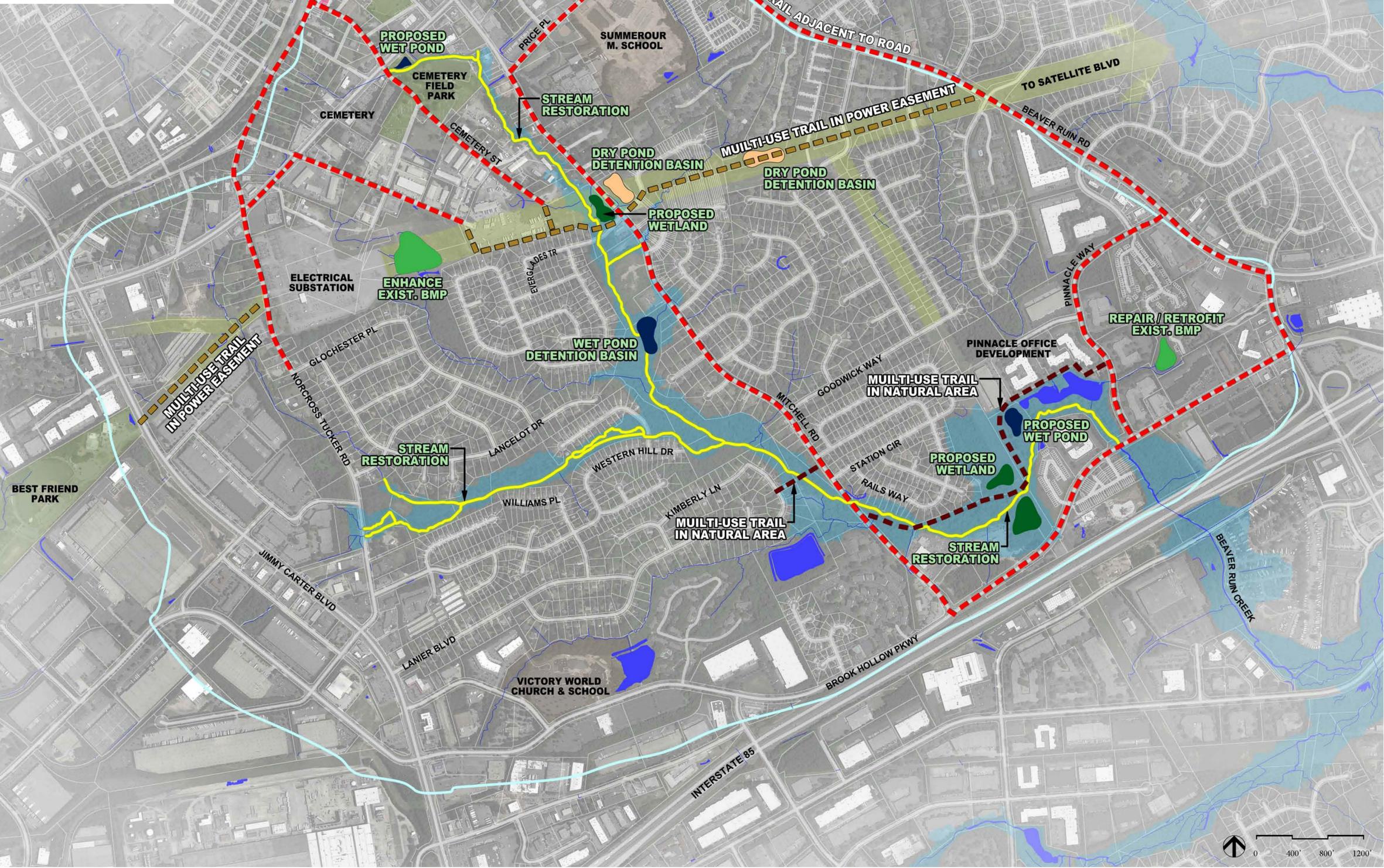
TRAIL SECTIONS



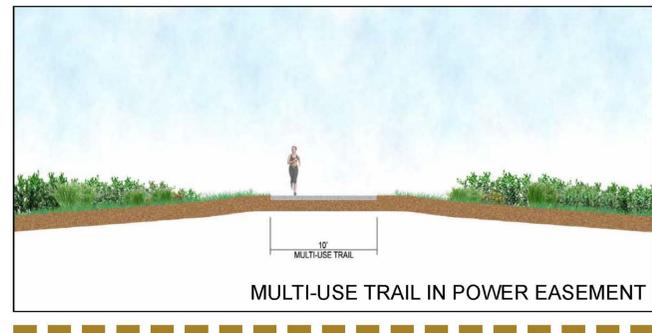
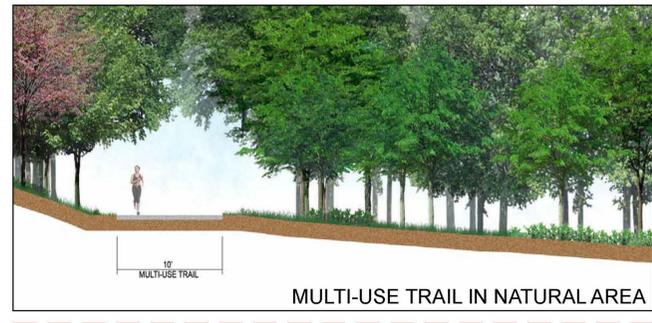
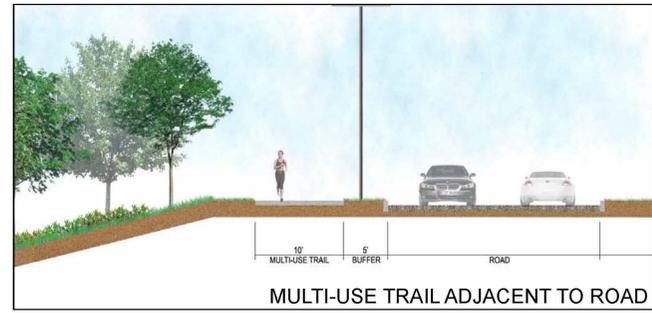
STORMWATER IMPROVEMENTS



- LEGEND**
- EXISTING STREAM
 - EXISTING LAKE / POND
 - FLOODPLAIN
 - WATERSHED
 - STREAM RESTORATION



TRAIL SECTIONS



STORMWATER IMPROVEMENTS





Appendix A

September 30, 2015 Public Meeting



Norcross Greenway LCI

Meeting Summary

Norcross Greenway LCI Public Meeting #1

September 30, 2015

Norcross Community Center

City of Norcross and Consultant Attendees

Jon Davis, Norcross Community Development Director	Robby Bryant, Project Manager, HDR
Ronald Geiger, HDR	Ryan Healan, HDR
Marla Hill, PEQ	Staci Millwood, PEQ

Meeting Summary

Welcome and Purpose of Meeting – Upon arrival, attendees signed-in and received comment forms to provide opinions about the trails project. The format of the meeting was workshop style and attendees joined tables with project consultants to identify preferences for trail amenities and locations.

The following written comments were submitted during the public meeting:

- Not a fan of this idea, having strangers walking behind my house, littering, making noise etc. I feel like it's a gateway for drugs, teenage highjacks, destruction of existing greenspace. Cost/increase in taxes to pay for this is also a concern. No way to police all of this.
- Great ideas – you have my support. Possible concerns: homeless campers using to get out of the way of the woods, security, trash pile up, maintenance over the years.
- I think it stinks. It would be more crime. I live on the corner of Hammond Drive and Kimberly Lane right across from the creak and swamp where the trail would be. Why give rapists, robbers a trail to get across the swamp to break into our homes? I oppose it, do not want it.
- I do not want a road in back of my house that can bring in crime and looters. It would ruin my property and I would need to relocate from the City of Norcross.
- As a senior, I will be walking and would like seating along the trail and internal parking amenities for bicycles. If possible place portable restrooms along the trail and signs addressing littering the care of natural areas.
- Need earlier communication about meetings – first published notice of this meeting was Monday for Wednesday. Unacceptable – should be 10 to 14 days advance notice. Also more info about project and feedback after each meeting/stage to participants. Along the trail, address safety concerns and the potential effect on wildlife.

Norcross Greenway LCI

- Concept is great, reality is just giving access to crime. It will have an adverse impact on wildlife and see no way it will be monitored for safety. For any longterm funding could be put to better use. If Council likes the idea of a Greenway route, it should past through their back door.
- We have crime in this area coming from Mitchell Road as it is. A trail or path would make it easier for people to come from the Mitchell Road area. We would rather have another policeman or 2. Please don't waste money and endanger us.
- Great concept.
- I live at 738 Mitchell Road. I can't see any benefit in constructing a trail along the creek on my property. The landscape of the creek is not suited for construction of this. The street sidewalks are within 100 feet of this proposed design. I also believe these trails area a crime attraction. I am not for any construction as proposed.
- I am concerned about unwanted people coming into the subdivision. Could there be some way to prevent people from leaving the trail? There has been some serious vandalism and robbery in the area.

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, September 30, 2015
Norcross City Hall – 2nd Floor Conference Room**

Sign In

NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
IMELDA CERVANTES	Louise & Eugene Williams
Bruce Gaynor	Mildred Duvall
Beth Tyrnan	Yelena Alshorava
Melin KOK	JEFF SADIQ

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, September 30, 2015
Norcross City Hall – 2nd Floor Conference Room**

Sign In

NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
TEAGUE STRADFORD-DOW	Oleg Matvechuk
Bunty & Francis W.	Joel Wascher
James Amick	Dow Kirkrey
Liz Earl	Paul Robinson

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, September 30, 2015
Norcross City Hall – 2nd Floor Conference Room**

Sign In

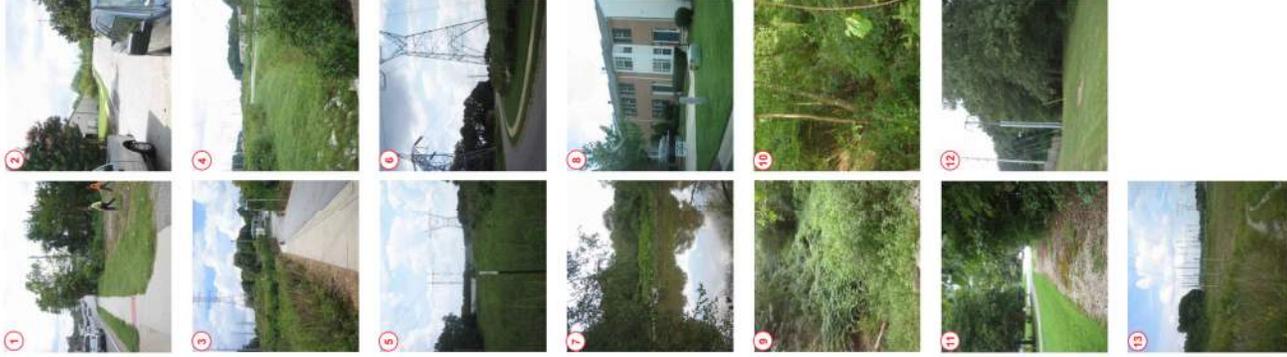
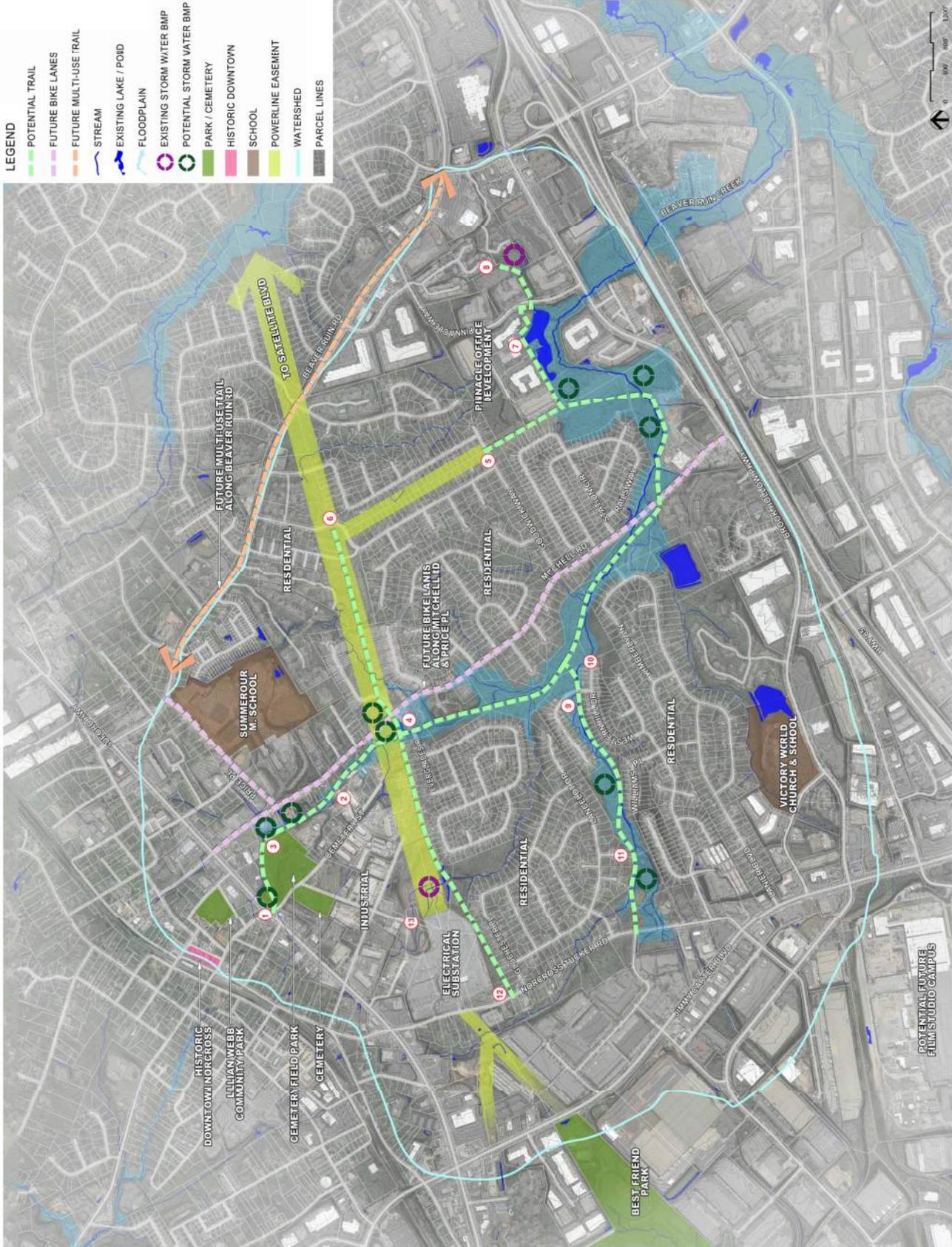
NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
DAVID GASPARD	Jolyn Barrow
SILVIO MARINKOV	Lydie + JR Sidwell ret
Connie Weathers	Melissa K. Middleton
Bob EUBANKS	Greg Cochran

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, September 30, 2015
Norcross City Hall – 2nd Floor Conference Room**

Sign In

NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
Pat Bell	Charlottesville & Randy Cline
Euphoria Bell...	Jerry Brown
Frank CHATHAM	Valerio DeLeon
Lyn RIKARD	Lynne Moore

- LEGEND**
- POTENTIAL TRAIL
 - FUTURE BIKE LANES
 - FUTURE MULTI-USE TRAIL
 - STREAM
 - EXISTING LAKE / POID
 - FLOODPLAIN
 - EXISTING STORM WATER BMP
 - POTENTIAL STORM WATER BMP
 - PARK / CEMETERY
 - HISTORIC DOWNTOWN
 - SCHOOL
 - POWERLINE EASEMNT
 - WATERSHED
 - PARCEL LINES



NORCROSS LCI GREENWAY STUDY
SITE ANALYSIS

BMP IMAGES



STREAM RESTORATION



STREAMBANK STABILIZATION



WETLAND ENHANCEMENT



WETLAND EXPANSION



BIORETENTION



REGENERATIVE STORMWATER CONVEYANCE



OUTFALL BMP



REGIONAL DETENTION

RECREATION IMAGES



PAVED TRAIL



NATURE TRAIL



TRAIL HEAD



SEATING AREA



OVERLOOK



BOARDWALK



PEDESTRIAN BRIDGE



TRAIL HEAD PARKING



GAZEBO



COMMUNITY GATHERING SPACE



HABITAT PLANTING



INTERPRETIVE SIGN



NORCROSS LCI GREENWAY STUDY
IMAGE BOARD





Appendix B

November 18, 2015 Public Meeting



Norcross Greenway LCI

Meeting Summary

Norcross Greenway LCI Public Meeting #2

November 18, 2015

Norcross Community Center

City of Norcross and Consultant Attendees

Jon Davis, Norcross Community Development Director	Robby Bryant, Project Manager, HDR
Ronald Geiger, HDR	Ryan Healan, HDR
Inga Kennedy, PEQ	Staci Millwood, PEQ
Marla Hill, PEQ	

Meeting Summary

1. Welcome and Purpose of Meeting - The meeting was opened by Norcross Community Development Director Jon Davis. Davis welcomed the attendees, introduced other city officials, including Mayor Bucky Johnson and members of the police force, then introduced the consultants assisting on the project.
2. Project Manager Robby Bryant reiterated the meeting's purpose, to show design concepts and options based on feedback from the previous public meeting (September 30, 2015), and to talk in more detail about the Greenway Livable Centers (LCI) Initiative and its goals. Bryant described the three main goals of the project as (1) transportation; (2) recreation; and (3) stormwater management. He showed slides of similar projects, including Lilburn, Georgia's highly successful greenway project, and introduced concepts such as sharrows that are being used around the country to create or enhance opportunities for walking, biking and other recreational uses for greenspace. He then showed the two concepts that have been developed for the proposed project.
3. Public Involvement consultant Inga Kennedy described the many ways that public input is being sought and incorporated into the project. In addition to public meetings, residents and other interested parties have been invited to take a survey (available online and in hard copy) and visit the project website to leave feedback and receive updates. Kennedy displayed results from the survey to date which indicated that people are generally in support of the concept of a trail system in the Beaver Ruin Creek watershed. A comment form was also provided at the sign-in table to encourage attendee feedback on the information presented at the meeting.
4. Following Ms. Kennedy's comments, stormwater management consultant Ron Geiger talked about the stormwater management aspects of the proposed Norcross greenway project. Geiger showed several slides depicting various stormwater management techniques that may be incorporated into projects like the proposed Norcross Greenway LCI. These techniques include streambank stabilization and erosion control measures, stream redirection, and ponds, all of which can be combined within a greenway system to slow down stream flows, protect property loss from erosion, restore and protect natural habitat, and filter out pollution. Attendees were able to see pictures of properties before and after streambank work was done.

Norcross Greenway LCI

5. Robby Bryant completed the presentation with a summary of the next steps in the Norcross Greenway LCI , including a mid-January public meeting, final plan development and presentation to the Norcross City Council in early March.

6. Questions/Comments by Participants

a. Concerns regarding Mitchell Road:

- i. Will this project happen regardless of input received?
- ii. Will the trail go down Mitchell Road in the existing Right-of-Way (ROW), or will additional ROW be required?
- iii. Will additional ROW be purchased or will they expect it to be given by the homeowner?
- iv. The rectangular property will narrow too much if ROW is taken. The existing sidewalk is already too narrow. A sharrow could be dangerous. :

b. With regard to wetlands, is there a way to control mosquitos?

Response: Mosquitos breed in stagnant water. Ideally, in a wetland the water is constantly moving and mosquitos are not able to breed.

c. On Norcross-Tucker Road, the map shows yellow lines along the tributary. Why not just carry all the way up to Buford Highway? That section becomes a raging river when it's wet.

Response: The entire area has been examined with certain boundaries, but has been identified as an access point to Norcross. It is possible to extend it.

d. Will the project be staged? Are we doing stormwater management, stream restoration and recreational building (paths, etc.) at the same time? If so, why? Is that for funding reasons?

Response: It's an opportunity to blend an amenity with necessary infrastructure, so it's a win-win for the community.

e. Concept 2 with trails seems more acceptable from an economic point of view, especially considering the cost and maintenance.

- i. Other than creek maintenance, what other purpose will this provide – increased storage capacity?
- ii. In the before and after pictures of streambank stabilization, the creeks look four times bigger than they originally were? How does this affect property owners? Isn't this taking property away?

Response: Temporary storage of storm runoff is provided by retention ponds. These allow the flow velocity to be slowed down so that it doesn't scour away the streambanks, and allows for some settling out of pollutants. In addition, the eroded streambanks shown were considerably higher and more vertical; thus, adjacent property is at greater risk as the banks are eroding. The

Norcross Greenway LCI

work protects property from being washed away. Eroded streams widen on their own. After stream restoration, streams often get smaller and their banks flatter.

- f. The creek behind my house is five feet wide and about 8 feet deep. Wouldn't this work make it spread out further? How will it affect current conditions?

Response: A no-rise analysis would be required by FEMA, which would ensure no loss of adjacent properties.

- g. I grew up in Miami and have just returned. Miami has extensive bike trails and park systems. The quality of life is incredible. I'm a big advocate of bike trails. There is potential to work with the power companies on rights of way. I was involved in a citizens committee eight years ago concerning a 60-acre passive park on Satellite Boulevard and Beaver Run, and I have all the park plans. Connectivity is lacking. Can this be added to that plan? I will pass on copies of the plans. Can they be shared with someone influential in Gwinnett County? All that is lacking is the funds.

Response: We can certainly look at the plans and assess the potential of working with Gwinnett on connecting these projects.

- h. To ensure safety on Mitchell Road, crosswalks, mirrors and other safety features will need to be incorporated.

Response: Agreed, and these features will be an integral part of the design.

- i. How is the City going to notify the public about this project's effect on property owners?

Response: The City of Norcross will ensure that property owners will be notified. We will post notices and even go door to door when necessary. No work will take place on any private property without advance notification.

- j. Will owners be allowed to participate in restoration activities?

Response: Absolutely.

7. The formal presentation and Q&A portion of the meeting ended, and attendees were invited to come up to either one of three stations to view the maps and two concepts, and to ask questions about specific areas of the proposed design.

The meeting ended at 8:30 pm. A summary of responses to the questionnaire is attached.

Norcross Greenway LCI

Summary of Questionnaire Responses

1. Please indicate where you live within the City of Norcross
 - I do not live within the City of Norcross (1)
 - I live North of Buford Hwy (4)
 - I live South of Buford Hwy, East of Mitchell Road (8)
 - I Live South of Buford Hwy, West of Mitchell Road (2)

2. Do support additional Multi-use trails in Norcross?
 - Yes (14)
 - No (1)

3. Do you support multi-use trails within the right-of-way of existing roads?
 - Yes (14)
 - No (1)

4. Do you support multi-use trails along creek corridors?
 - Yes (12)
 - No (3)

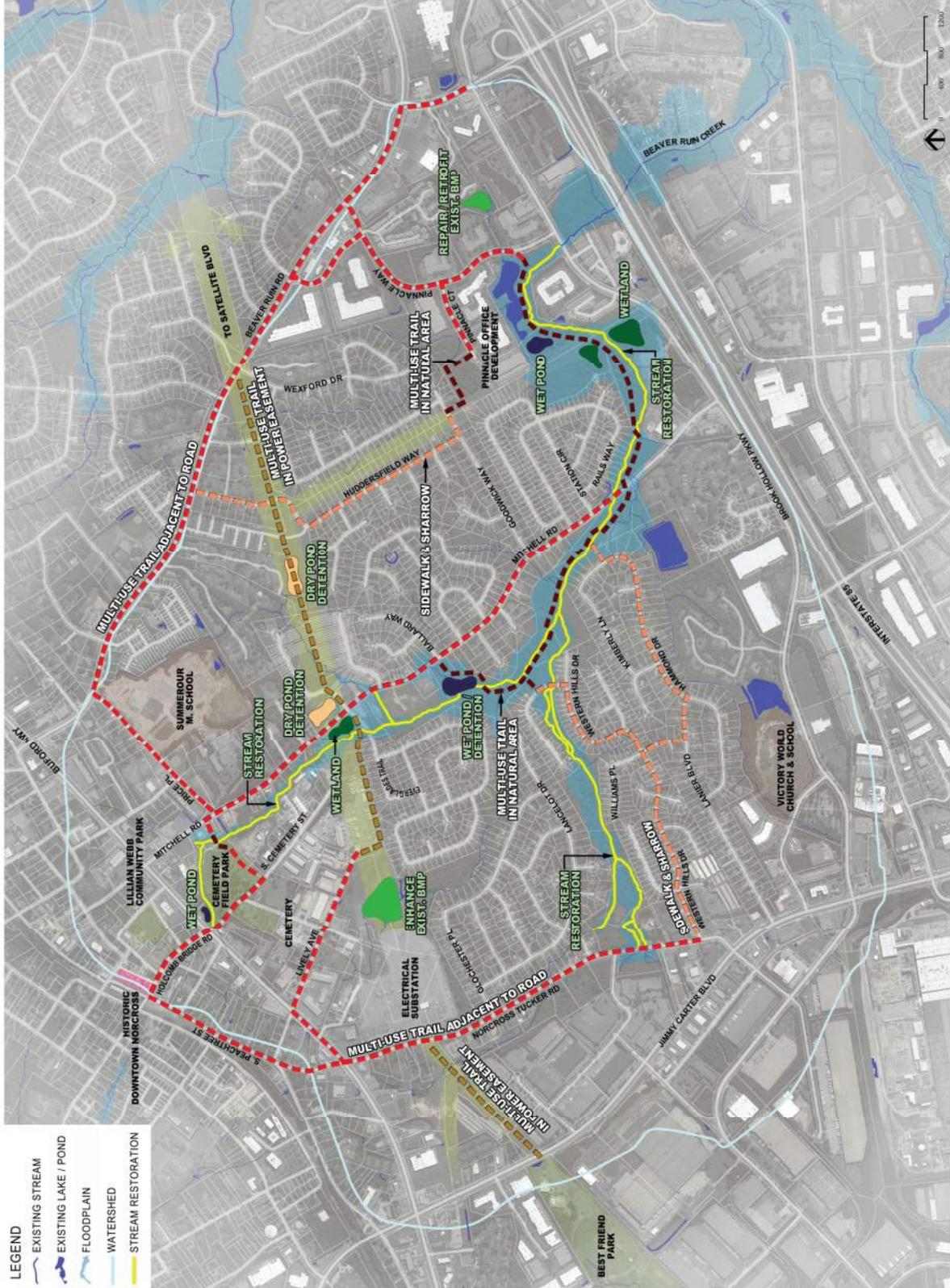
Additional comments and questions

- Be careful about cross walks. The intersection of Alston Trace and Beaver Ruin Rd. is already dangerous between cars and pedestrians
- Would like to see concept one
- Concept 1
- Concept to OFS site
- Concept 1
- Will email my comments. I think this will be great for our community. I like Concept 1 –will add more value
- I support concept 1. Will there be access from Oakbrook Station? What efforts will be made to maintain trees and canopy? I am concerned about the current condition of the stream behind recycling plant, there are bad smells and orange algae blooms.

Norcross Greenway LCI

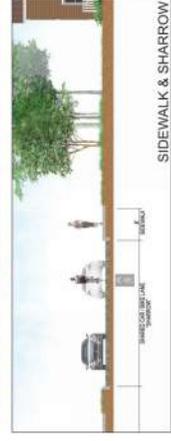
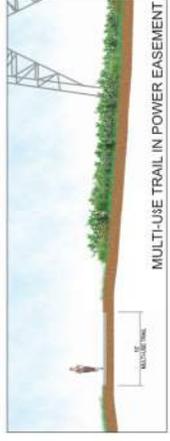
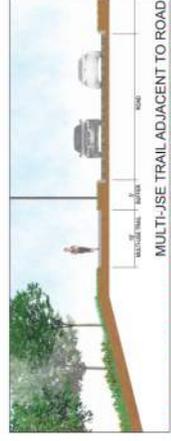
- In favor of concept 1. Please account for regular trash cleanup. Access to a grocery store would be a plus. Need a crosswalk to cross Mitchell Rd. Sidewalks are great; I don't think proposed sharrows are necessary. That traffic is residential and very light.

- LEGEND**
- EXISTING STREAM
 - EXISTING LAKE / POND
 - FLOODPLAIN
 - WATERSHED
 - STREAM RESTORATION

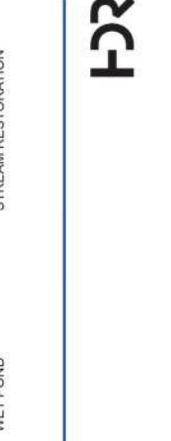


**NORCROSS LCI GREENWAY STUDY
CONCEPT 1**

TRAIL SECTIONS



STORMWATER IMPROVEMENTS





Appendix C

January 21, 2016 Public Meeting



Norcross Greenway LCI

Meeting Summary

Norcross Greenway LCI Public Meeting #3

January 21, 2016

Norcross Community Center

City of Norcross and Consultant Attendees

Jon Davis, Norcross Community Development Director	Robby Bryant, Project Manager, HDR
Inga Kennedy, PEQ	Ryan Healan, HDR
I	Marla Hill, PEQ

Meeting Summary

1. Welcome and Purpose of Meeting - The meeting was opened by Norcross Community Development Director Jon Davis. Davis gave attendees some background on the LCI study, which was conducted to examine the feasibility and benefits of a greenway trail system in the Beaver Run Creek watershed, and discussed some of the major benefits, including increased greenspace, improved stormwater management, and connectivity with other trails being developed in Gwinnett County.
2. Project Manager Robby Bryant presented the pre-final design concepts based on feedback from previous public meetings (September and November, 2015). Final plan development will be completed and presented to the Norcross City Council in early March.
3. Questions/Comments by Participants

- a. Do you know where Peachtree Corners is planning to run their greenway?

Response: Peachtree Corners is developing a system of trails to tie in with a park system under development along Satellite Boulevard. They are just getting started in their process, about to begin stream restoration. Their first meeting is being held tonight.

- b. What is the general timeline for construction?

Response: We expect construction to start within the next few years. A good bit of it is road-based trails, which can be started more quickly, as well as stormwater improvements, which will also provide stream improvements. This will give us the opportunity to do what we need to do and gives us a manageable stormwater system. This project, upon fruition, will probably triple public greenspace in Norcross. Every resident will be within a 5-minute walk of greenspace.

- c. What is happening on the other side of historic Norcross?

Response: We haven't gotten there yet. We've started here where we have more space and more access to stormwater control.

Norcross Greenway LCI

- d. Who owns the power company rights-of-way?

Response: Ownership varies. Some land is owned by Georgia Power, some by Georgia Transmission Corporation, and some by private owners with easements. We may have to work with property owners with respect to easements. The stormwater improvements are either on Georgia Power property or on land the City owns. The power company has a program that allows access to their easements, because it allows them to have more regular maintenance on their properties than they can provide. This opens up opportunity for us to maintain, landscape with native plants, clean up the neighborhood, and creates increased park space that becomes part of our system, with Parks and Recreation and Police oversight.

- e. What will be the most difficult part of implementation?

Response: Working through easement and access issues with the power company.

- f. Why wouldn't you just work along the power lines?

Response: Using the easement properties allows greater access benefits.

- g. What are Gwinnett's plans?

Response: The County plans to tie into all of the existing and proposed greenway systems.

4. The formal presentation and Q&A portion of the meeting ended, and attendees were invited to come up to either one of three stations to view the maps and pre-final concept, and to ask questions about specific areas of the proposed design.

The meeting ended at 8:30 pm. A summary of responses to the questionnaire is attached.

Norcross Greenway LCI

Comment Form Responses

- I think it's a great project.
- Add a trail through the swamp to connect Norcross-Tucker to Mitchell Road.
- Great project!
- Please work with the County on the Satellite Boulevard connection. Plus, if Norcross could be on the same page to work with the cities of Peachtree Corners and Duluth for eventual future trail connections. Also, if the City of Norcross could be an advocate for the future Beaver Ruin Park project at Beaver Ruin Road and Satellite Boulevard. This will not only benefit the city but improve the quality of life for everyone in the area.
- Strongly recommend extending trail along Norcross Tucker past Sheffield Forest to the stream, and then a trail (boardwalk) along the stream (and through a natural wooded area!) to connect to the E-W streambed! Sheffield is the most attractive area on that side of Buford and should be directly on a trail. Also, when Council bought the land from Norcross-Tucker along the stream, it was with a boardwalk in mind!
- Need to use the Merehasen property (between Sheffield and Western Hills) connecting North Norcross Tucker to Mitchell.
- I live at 5605 Hammond Drive, right across the street from the Beaver Creek and swamp, and I am concerned about the cut-thru down the street to the trail. We have had break-ins in some of the homes. The house across the street was broken into about two months ago. The creek and swamp is in their back yard. So I don't like the idea of the cut thru to the trail. I am concerned about our neighborhood safety.
- It is imperative that the City work with the City of Peachtree Corners on their greenway project. Also to work with Gwinnett County to have interconnective trails to complement each other. Also the City needs to support the future construction of the Beaver Ruin Passive park to connect to the trail system. **A diagram of the Beaver Ruin park was submitted with this comment.**

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, January 21, 2016
Norcross Community Center**

Sign In

NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
Oleg Matveychuk	
TERRY Sutton	
Charlie Filler	
Susan Posey	

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, January 21, 2016
Norcross Community Center**

Sign In

NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
Bucky Johnson Mayor	
JONGALUCKE VIA	
PAT EIDT - DDA	
GENE RAMSAY	

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, January 21, 2016
Norcross Community Center**

Sign In

NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
<i>Paul Robinson</i>	

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, January 21, 2016
Norcross Community Center**

Sign In

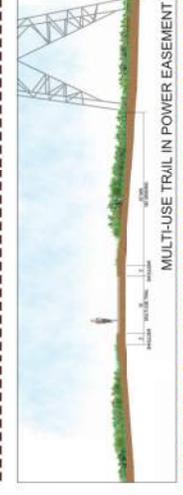
NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
Jeff Sadig	

**Norcross Greenway Trails LCI
Community Meeting – Wednesday, January 21, 2016
Norcross Community Center**

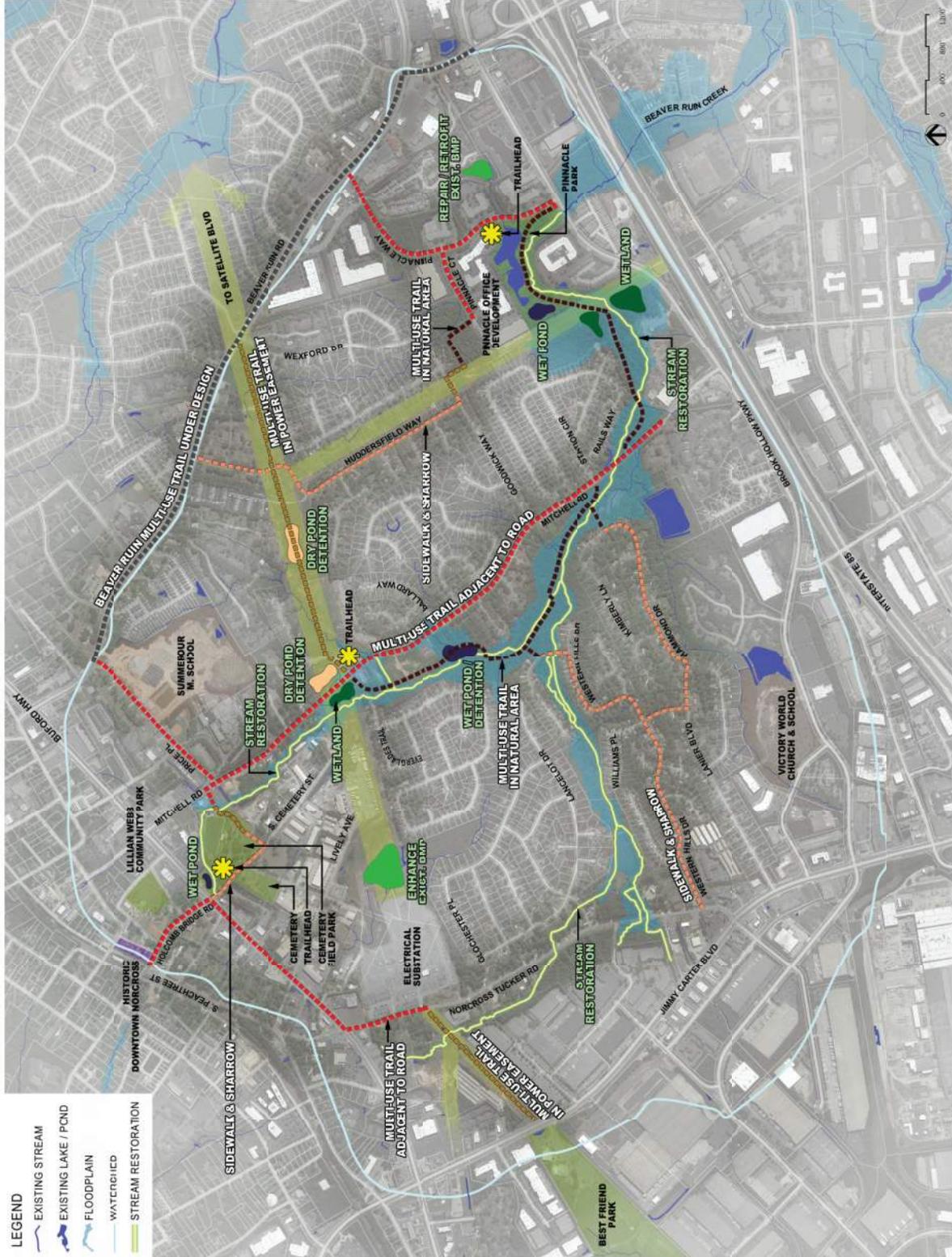
Sign In

NAME, MAILING ADDRESS, PHONE, AND E-MAIL	NAME, MAILING ADDRESS, PHONE, AND E-MAIL
Josh Bere	Richard O'Keefe
Edward Bienkowskii	LILLIAN WEBB
LYNN NAYLOR & HAL TREBBS	Joel Wascher
Cliff and Heather Edmisten	Buck Moore

TRAIL SECTIONS



STORMWATER IMPROVEMENTS



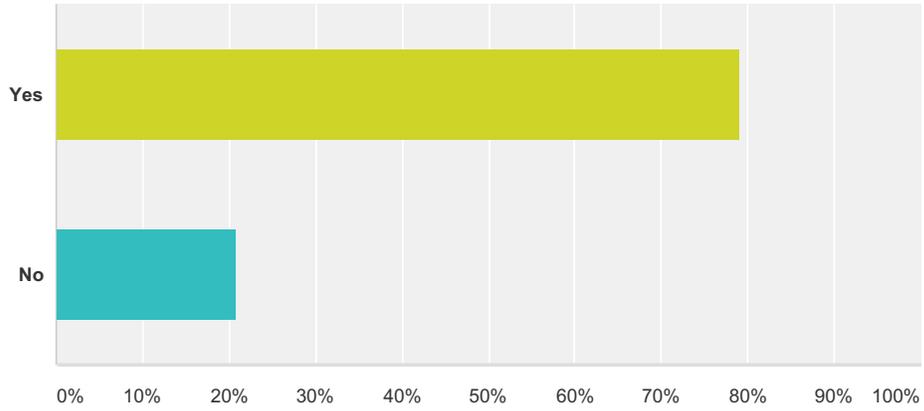


Appendix D
Web-based Survey



Q1 Would you support a greenway trail through the City of Norcross that connects neighborhoods and destinations such as schools and shopping areas?

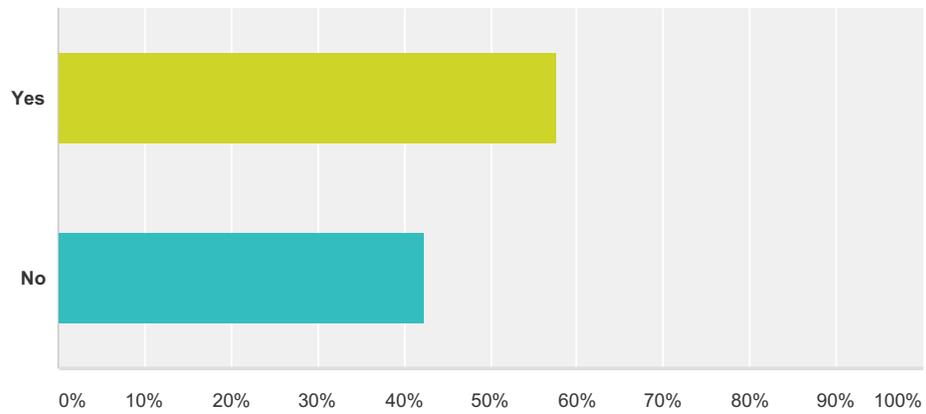
Answered: 72 Skipped: 1



Answer Choices	Responses
Yes	79.17% 57
No	20.83% 15
Total	72

Q2 Do you currently use any other greenway trails or paths?

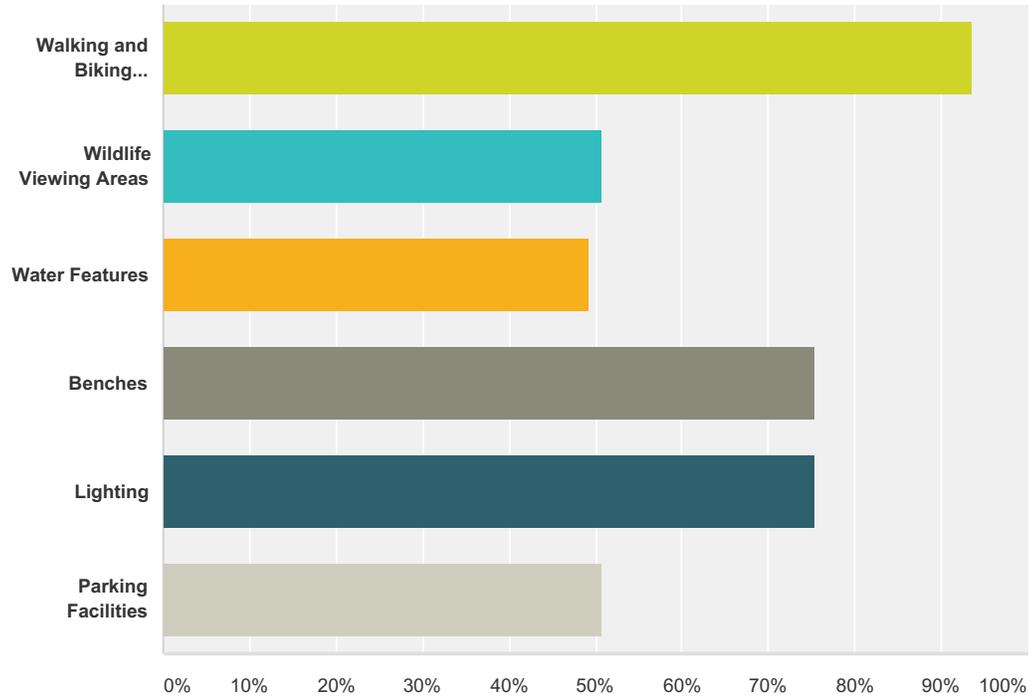
Answered: 73 Skipped: 0



Answer Choices	Responses	
Yes	57.53%	42
No	42.47%	31
Total		73

Q3 What types of facilities would you like to see within a greenway trail? (Check all that apply.)

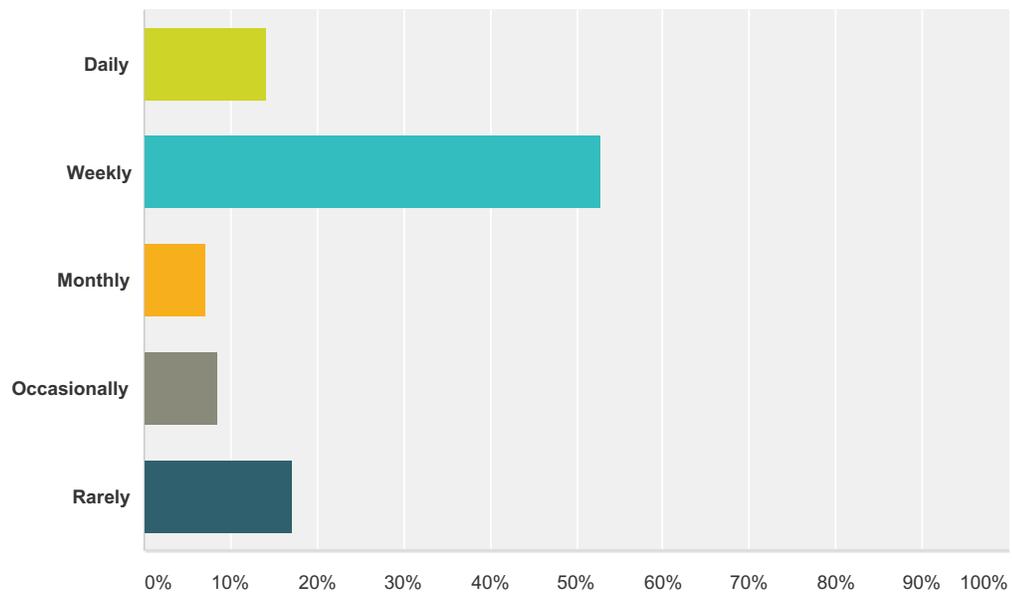
Answered: 61 Skipped: 12



Answer Choices	Responses
Walking and Biking Facilities	93.44% 57
Wildlife Viewing Areas	50.82% 31
Water Features	49.18% 30
Benches	75.41% 46
Lighting	75.41% 46
Parking Facilities	50.82% 31
Total Respondents: 61	

Q4 How often would you use a greenway trail and facilities?

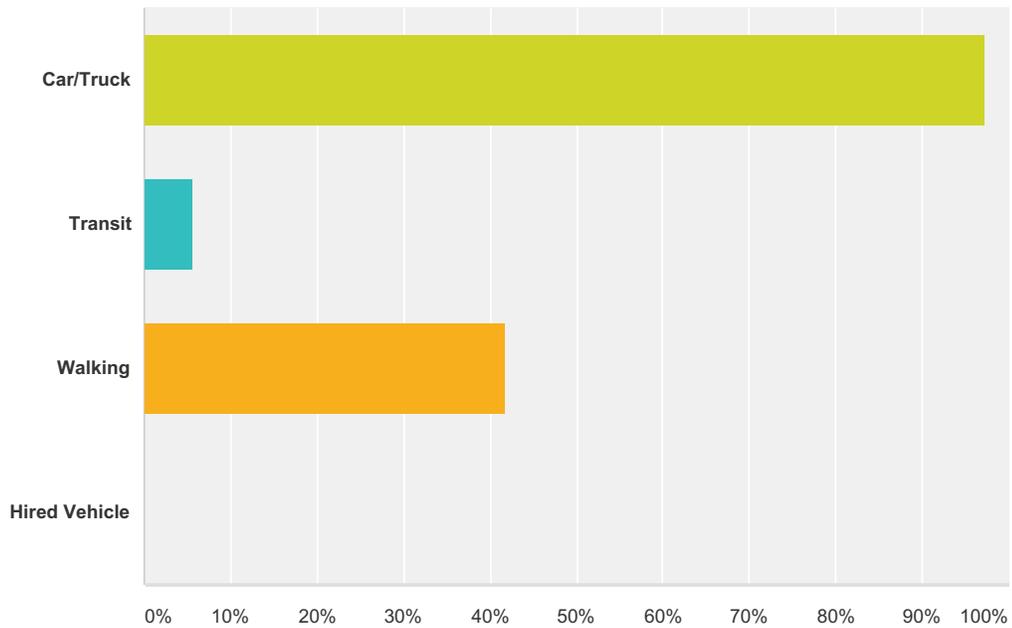
Answered: 70 Skipped: 3



Answer Choices	Responses
Daily	14.29% 10
Weekly	52.86% 37
Monthly	7.14% 5
Occasionally	8.57% 6
Rarely	17.14% 12
Total	70

Q5 In your daily routine, what types of transportation options do you use?

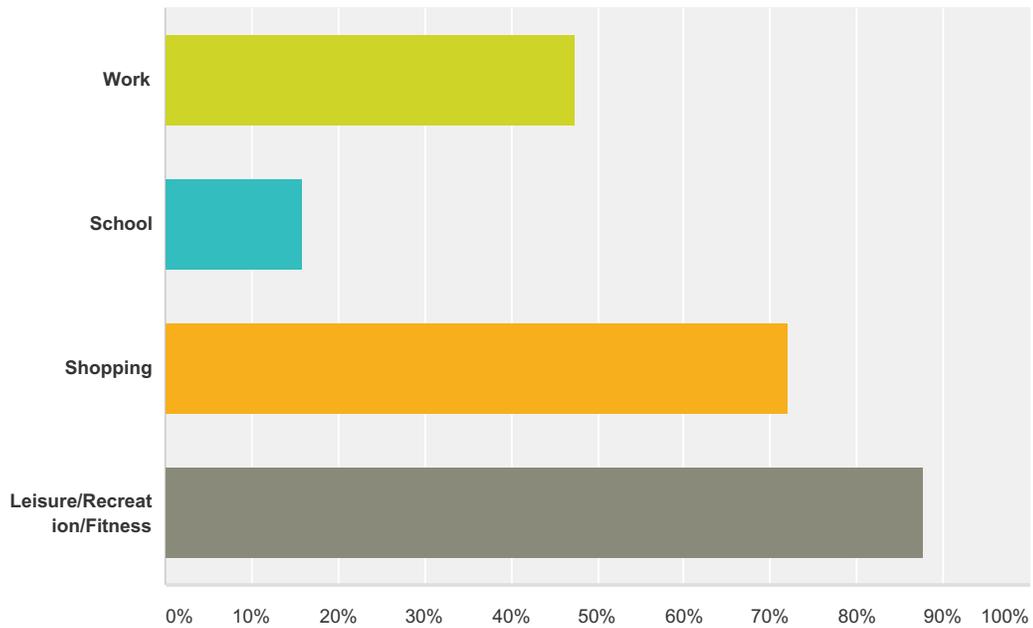
Answered: 72 Skipped: 1



Answer Choices	Responses
Car/Truck	97.22% 70
Transit	5.56% 4
Walking	41.67% 30
Hired Vehicle	0.00% 0
Total Respondents: 72	

Q6 If available, would you walk/bike to: (check all that apply)

Answered: 57 Skipped: 16



Answer Choices	Responses
Work	47.37% 27
School	15.79% 9
Shopping	71.93% 41
Leisure/Recreation/Fitness	87.72% 50
Total Respondents: 57	

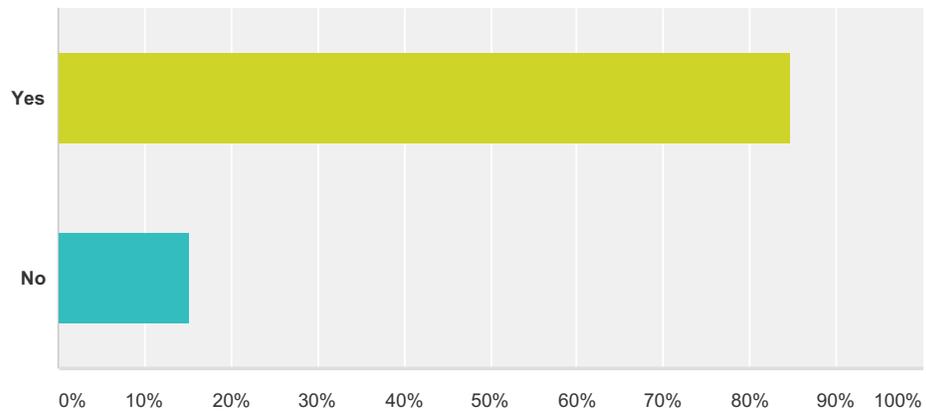
Q7 Please provide your contact information.

Answered: 58 Skipped: 15

Answer Choices	Responses	
Name:	94.83%	55
Company:	0.00%	0
Address:	94.83%	55
Address 2:	8.62%	5
City/Town:	96.55%	56
State:	94.83%	55
ZIP:	96.55%	56
Country:	0.00%	0
Email Address:	89.66%	52
Phone Number:	0.00%	0

Q8 May we send you project updates? (Not required)

Answered: 66 Skipped: 7



Answer Choices	Responses	
Yes	84.85%	56
No	15.15%	10
Total		66



Legislation Details (With Text)

File #: 16-4305 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 1/15/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Webb Park Library and Deck

Sponsors:

Indexes:

Code sections:

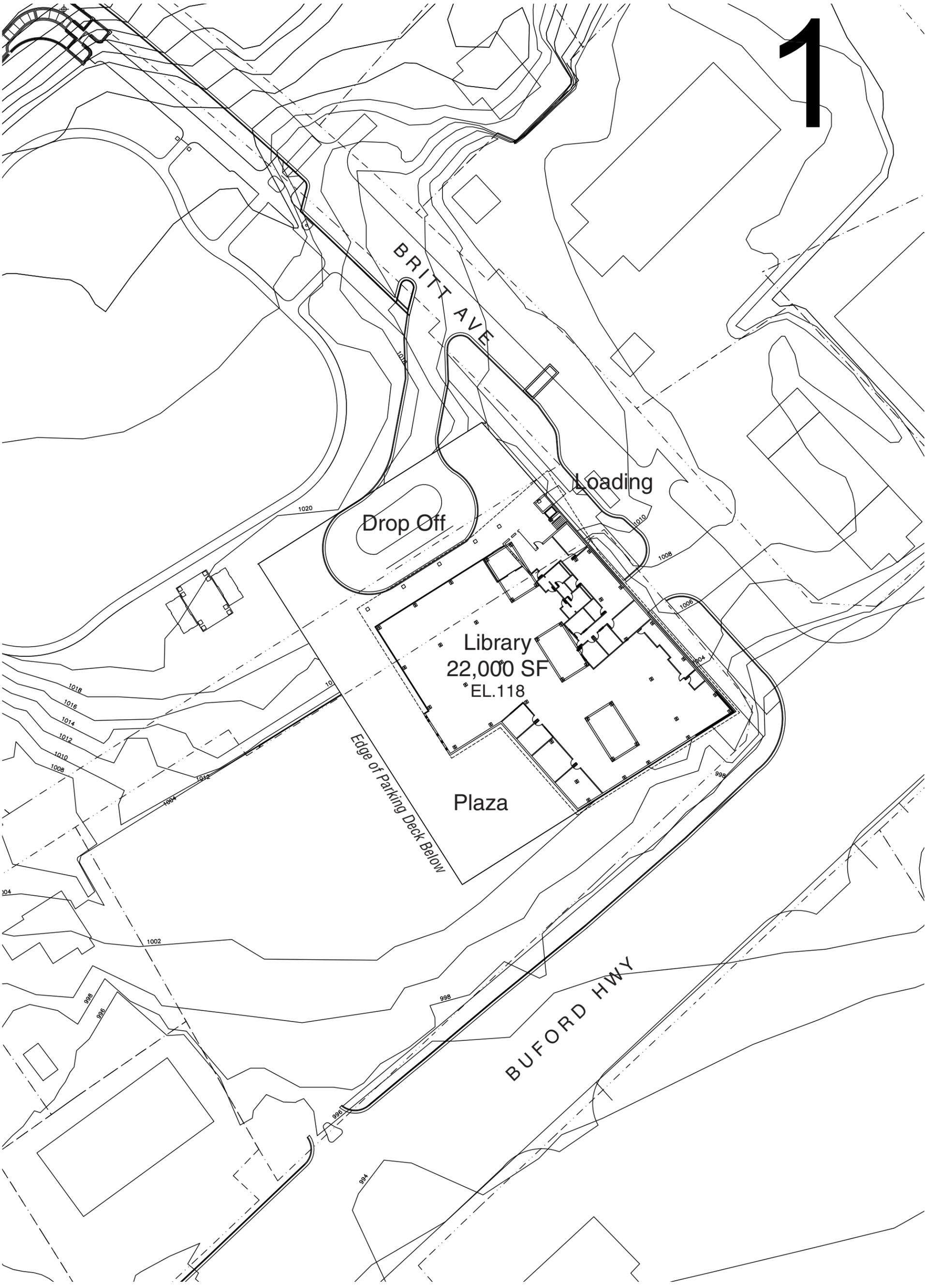
Attachments: [1. City of Norcross Parking](#), [2. Memo - Library & Parking Deck](#), [3. Parking Deck Concept & Library Plans](#), [4. Concept Drawing](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		
3/7/2016	1	Mayor and Council		
2/15/2016	1	Policy Work Session	Referred to the	
1/25/2016	1	Retreat	Acknowledged	

Title
Webb Park Library and Deck

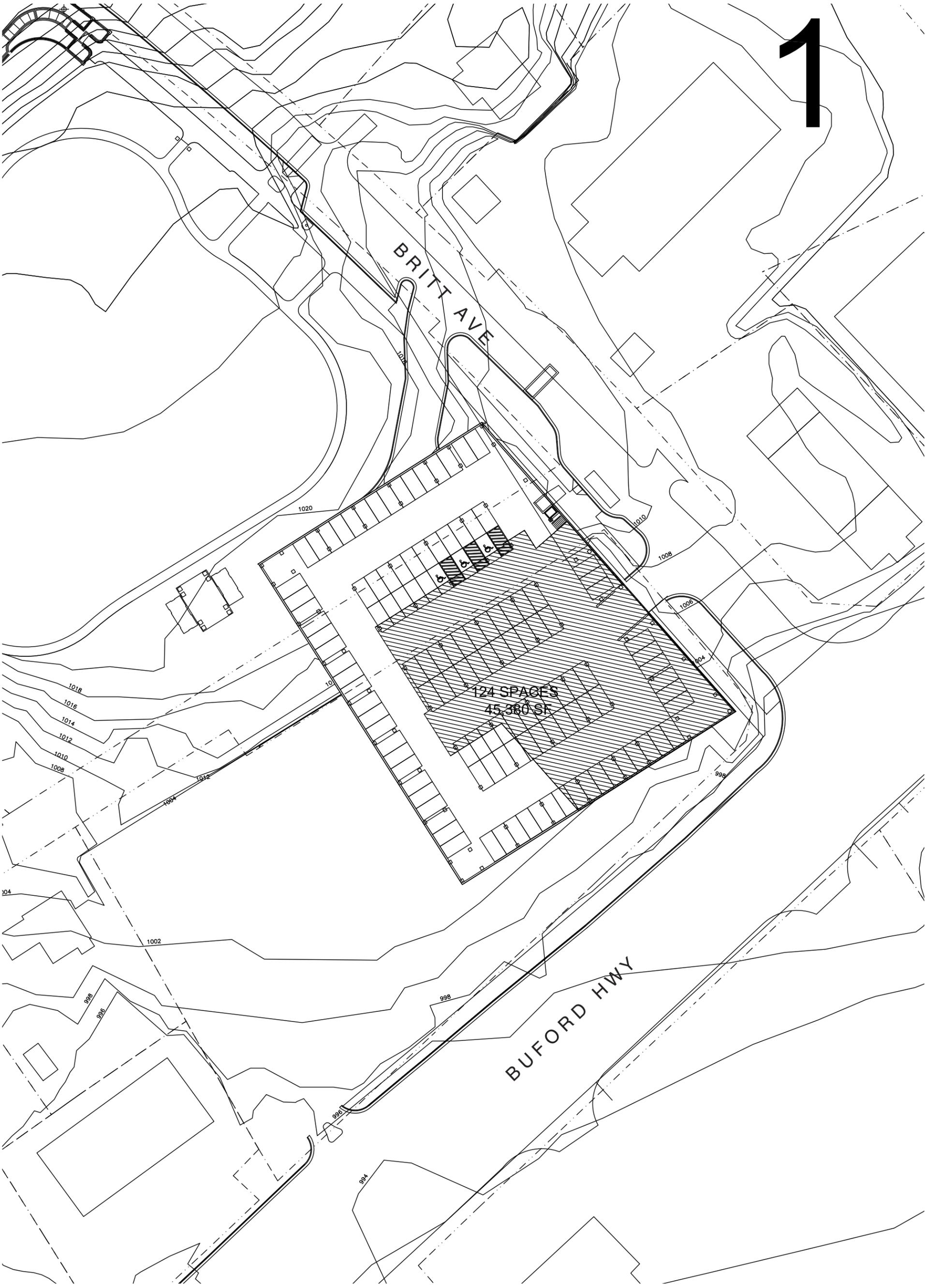
Drafter
Councilman Bare

1



Plaza Level EL.118

1

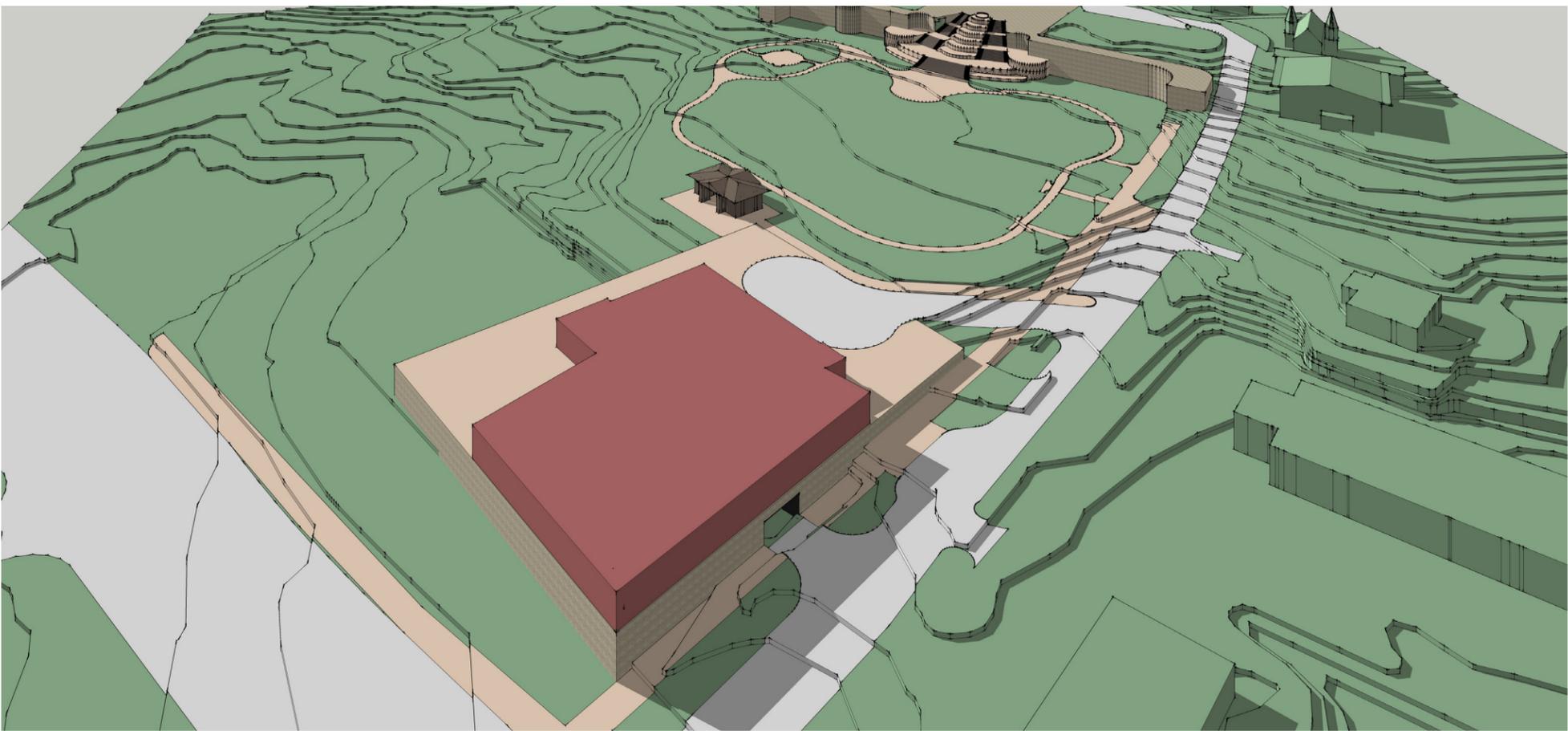
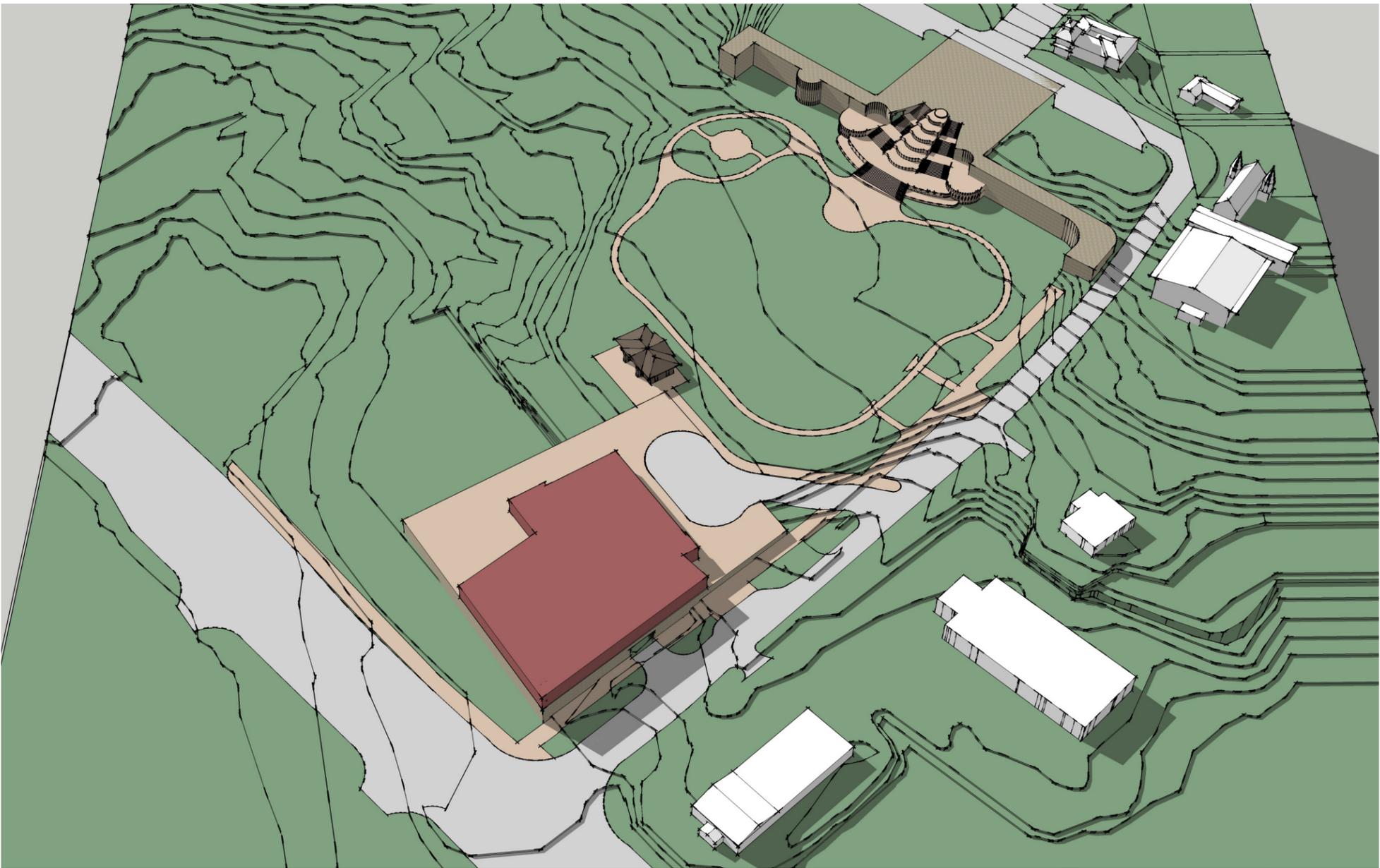


124 SPACES
45,380 SF



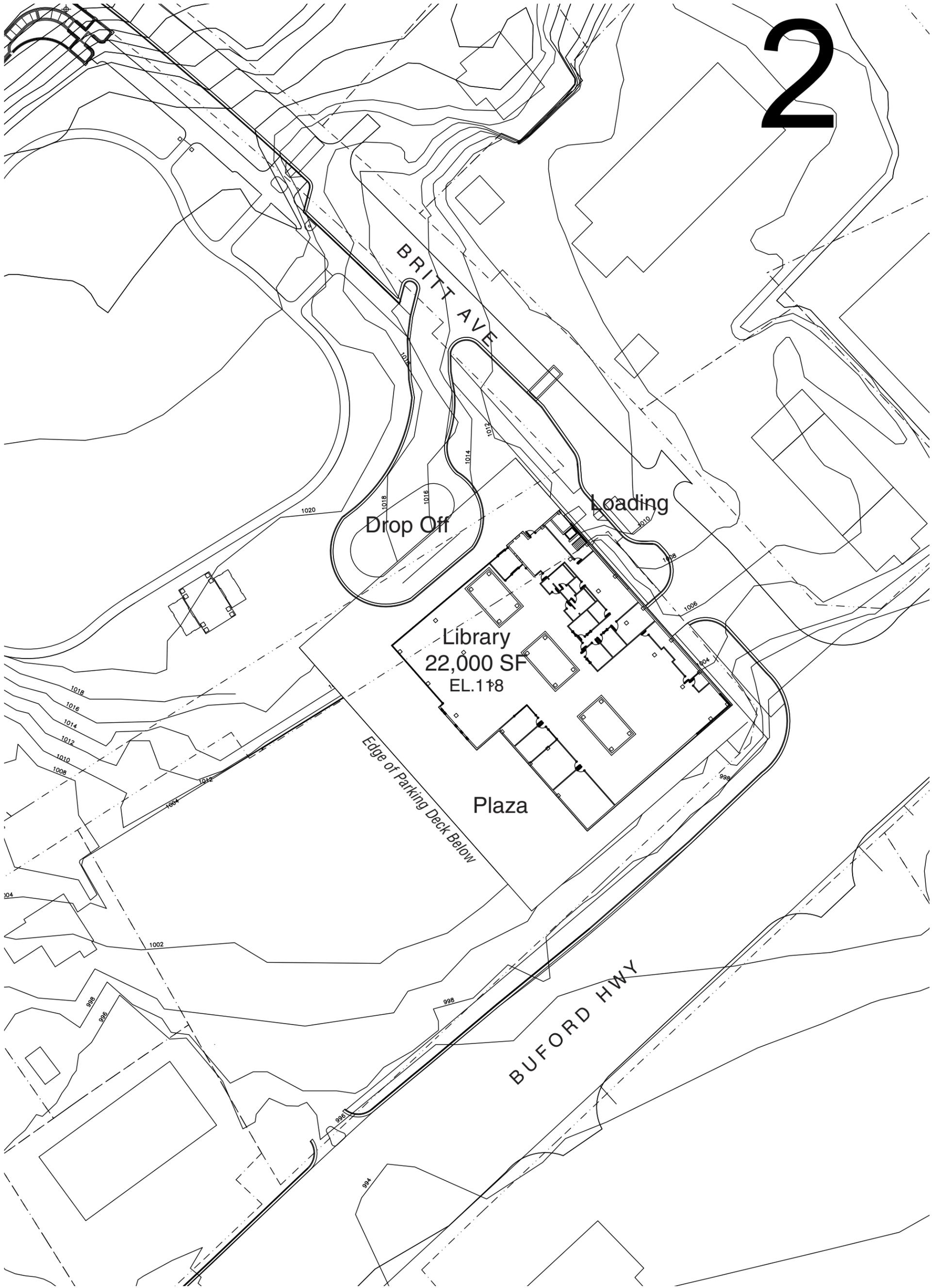
124 Parking Spaces

Parking Level EL.106



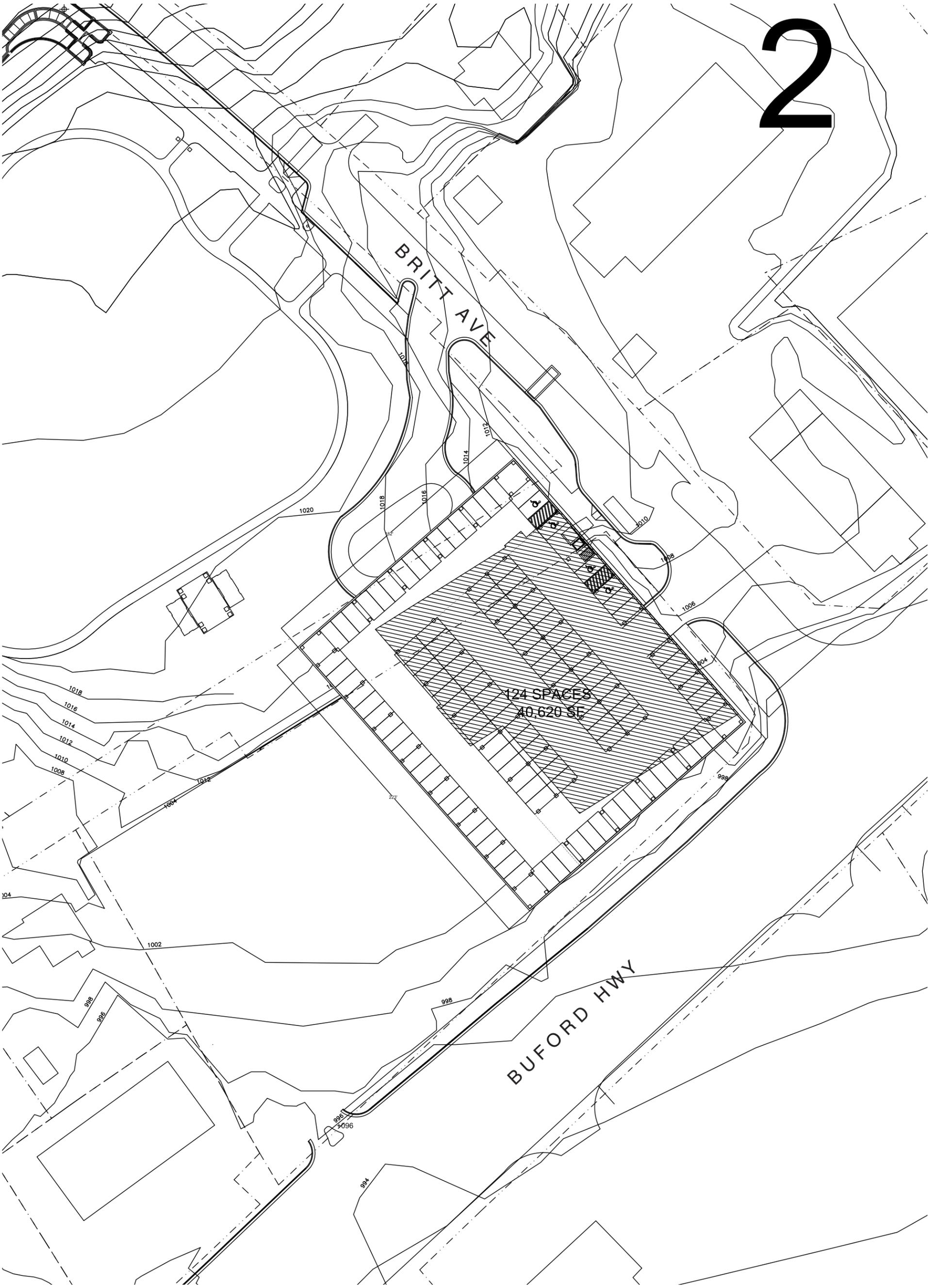
Perspectives

2

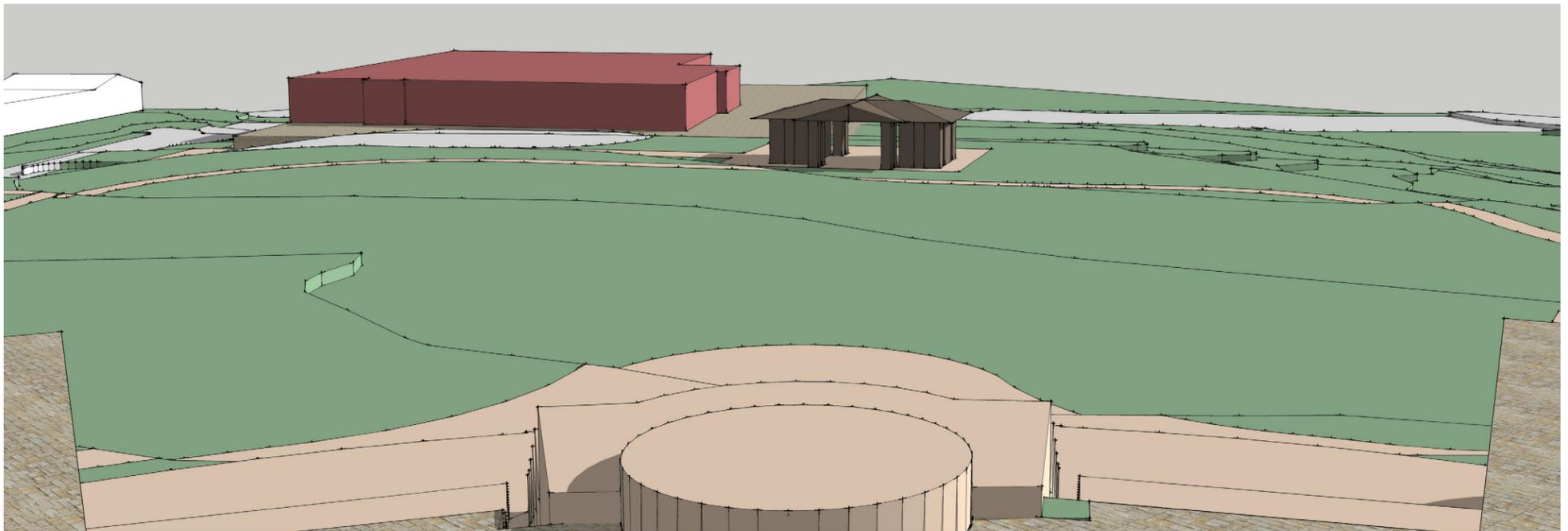
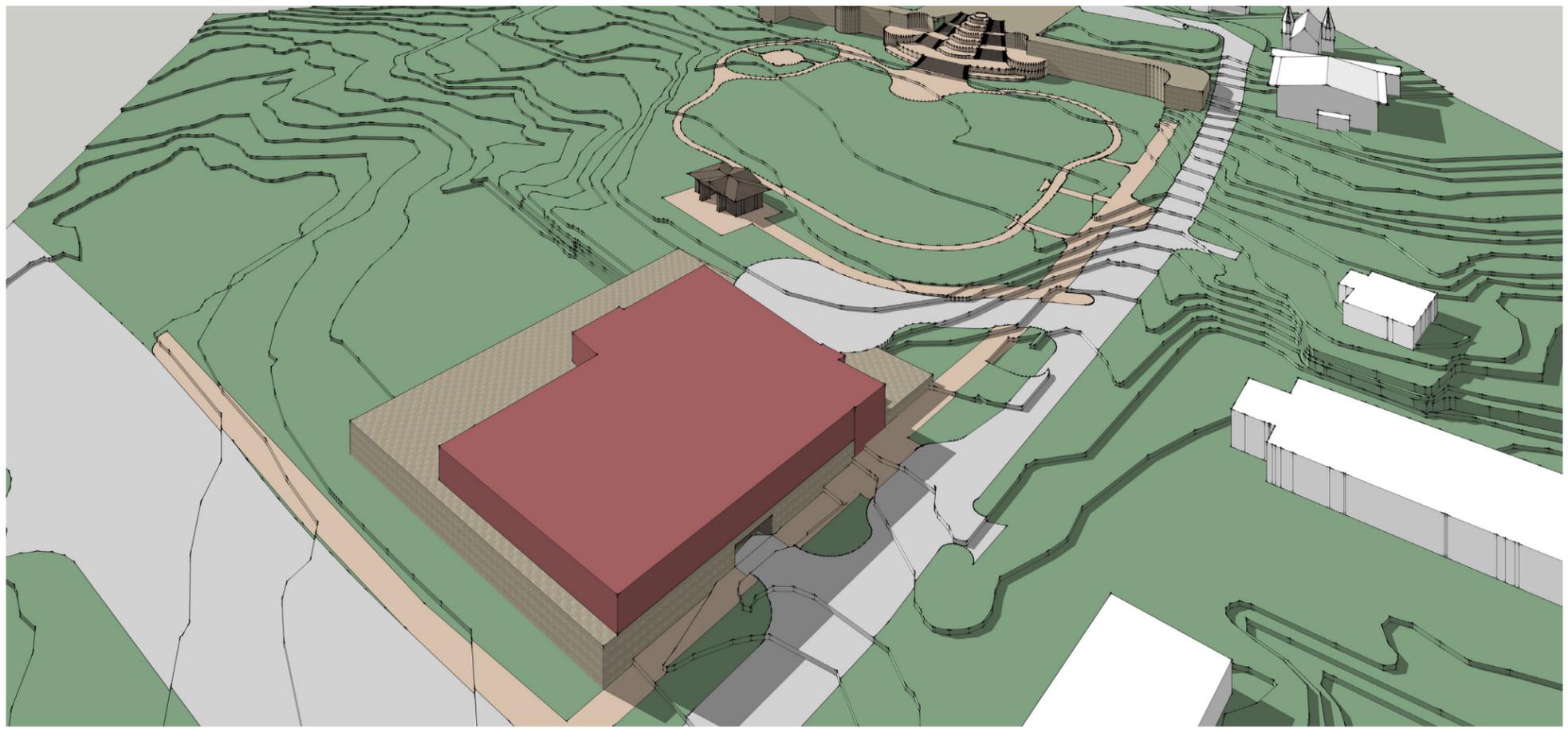
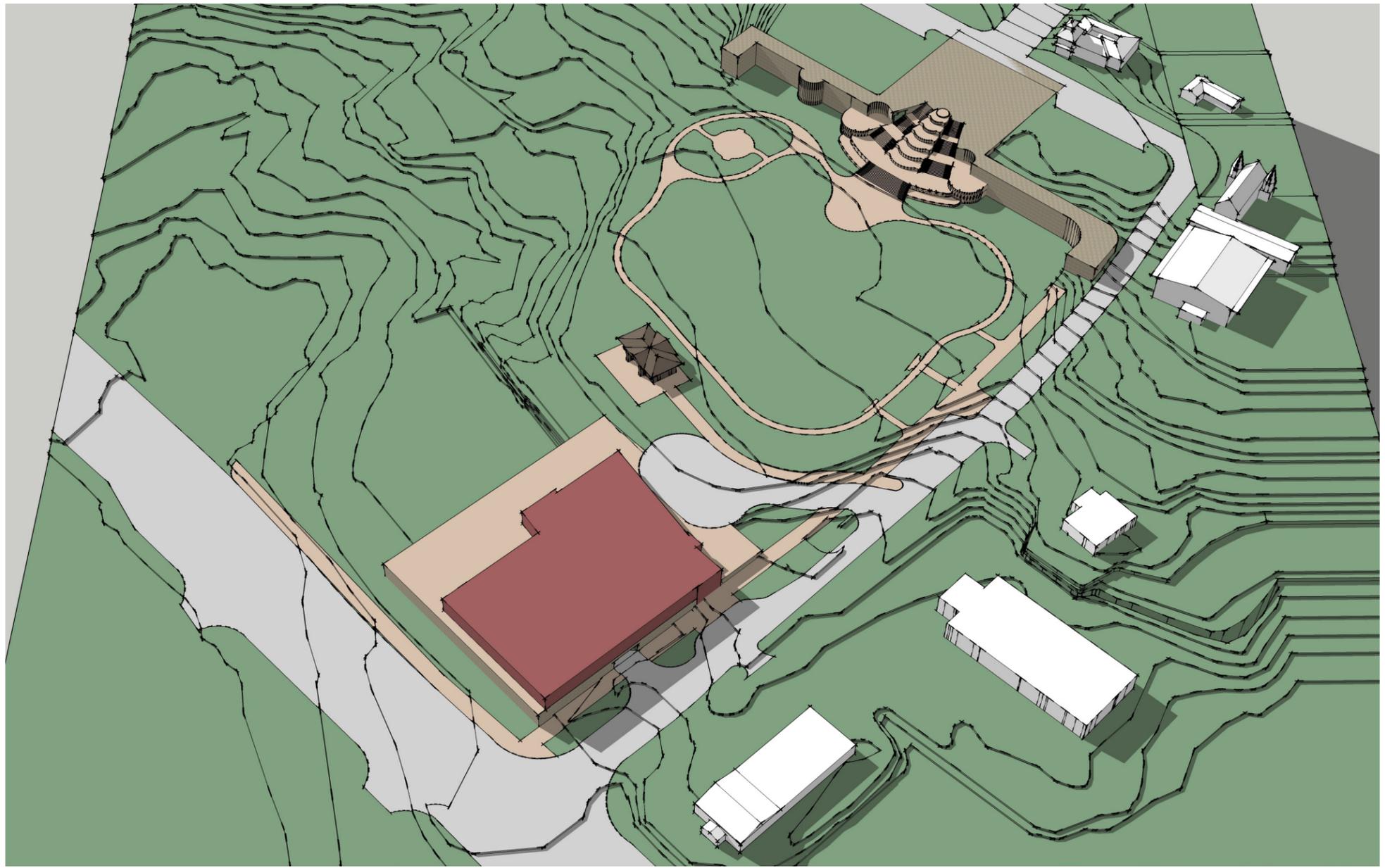


Plaza Level EL.118

2



Parking Level EL.106



Perspectives



MEMO

TO: Mayor and City Council

FROM: Councilman Bare

DATE: 2/5/2016

SUBJECT: Library and Parking Deck Discussion

Dear Mayor and Council,

One of the main challenges for the businesses in our downtown and their economic health is that people drive around our town and don't know that they are passing it by. For a long time we've talked of projecting our downtown brand down to Buford Hwy in the hopes of drawing people in to shop and eat and attend an event.

We finally have everything lined up to accomplish that in that we own about 1400 feet of frontage along Buford Hwy directly connected to Lillian Webb Park and our downtown. About 900 feet of that frontage is the property at 5735 Buford Hwy that this proposed parking deck and county library will be on. It is great that we were able to secure this frontage without the use of eminent domain as now we are not limited to how it is developed.

I fully support and am excited by the thought of having a new county library on the park and serving as a bookend to the hopeful future development along this frontage. It will serve as a wonderful community hub and be very walkable for folks that live on the Buford Hwy corridor and our downtown.

I have some reservations though, about the City building the parking deck next to the library. I think we would be better served to be spending tax payers dollars on a parking deck by the community center that would be useful not only for our downtown visitors but also for Lillian Webb Park. We are starting to talk about a serious cost in infrastructure to build this proposed parking deck to support building above it and we don't even know if a developer would be interested in that. In addition I don't think that this sort of development stacked on top of the two story parking deck would be welcoming or inviting to folks driving or walking along Buford Hwy. In my opinion if we developed 65% of the frontage along Buford Hwy with a parking deck and library and no ground

level retail or at least a façade of retail we are passing up the opportunity to project the brand and character of our downtown that way.

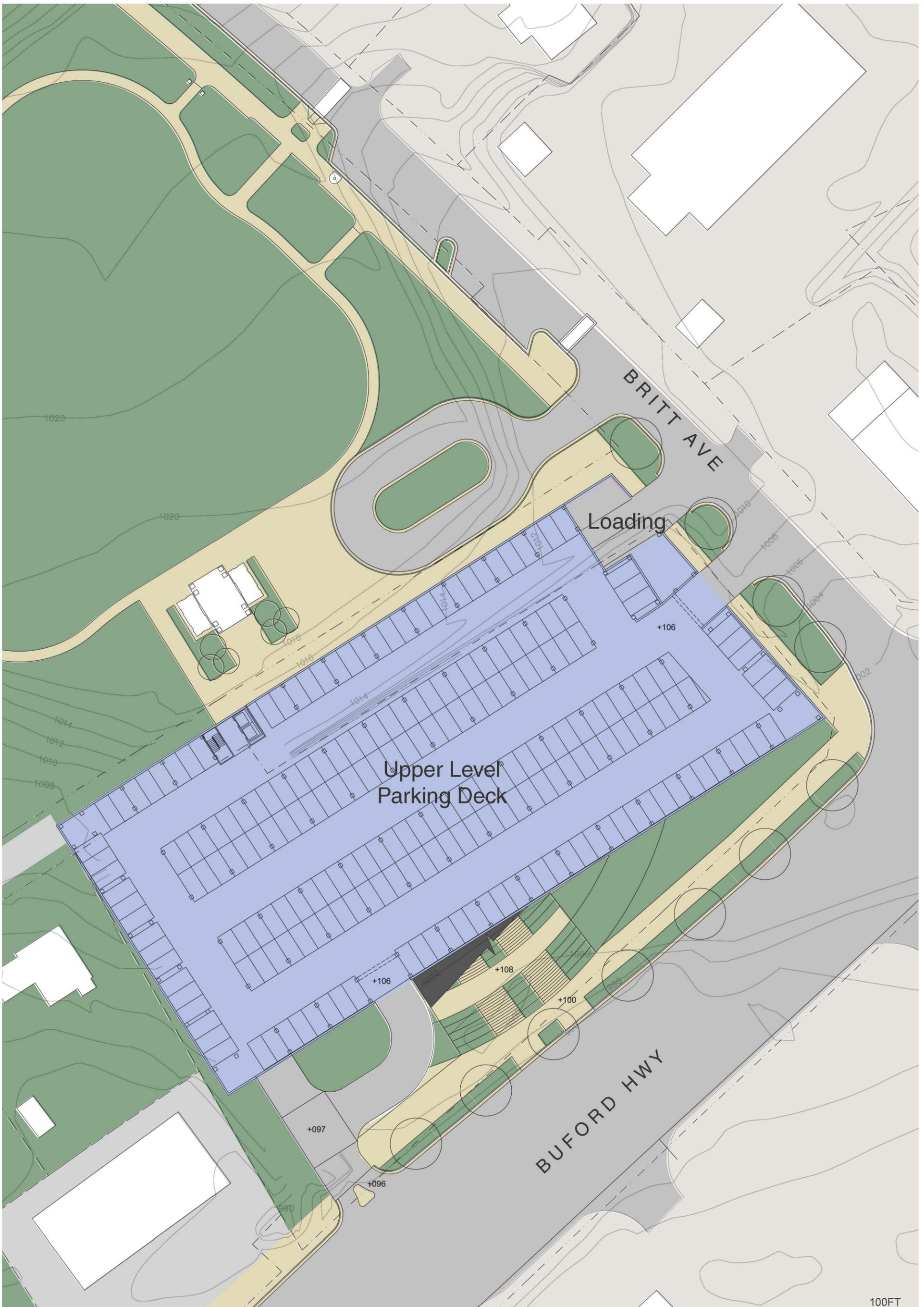
Only having a single deck under the library building isn't getting the most out of the topographical drop to the property either in my opinion. If the library had a double deck under it then all of the spaces they need could fit there and a three story elevation would be more in keeping with further development along Buford Hwy.

At the end of the day the plans that I've seen for the development with the structure at an angle to Buford Hwy seem out of character and uninviting. I think we need to spend some more time on our plan – we only get one chance to get this right and we've only owned the land at 5735 Buford Hwy for 6 months.

Thanks for your consideration,
Josh

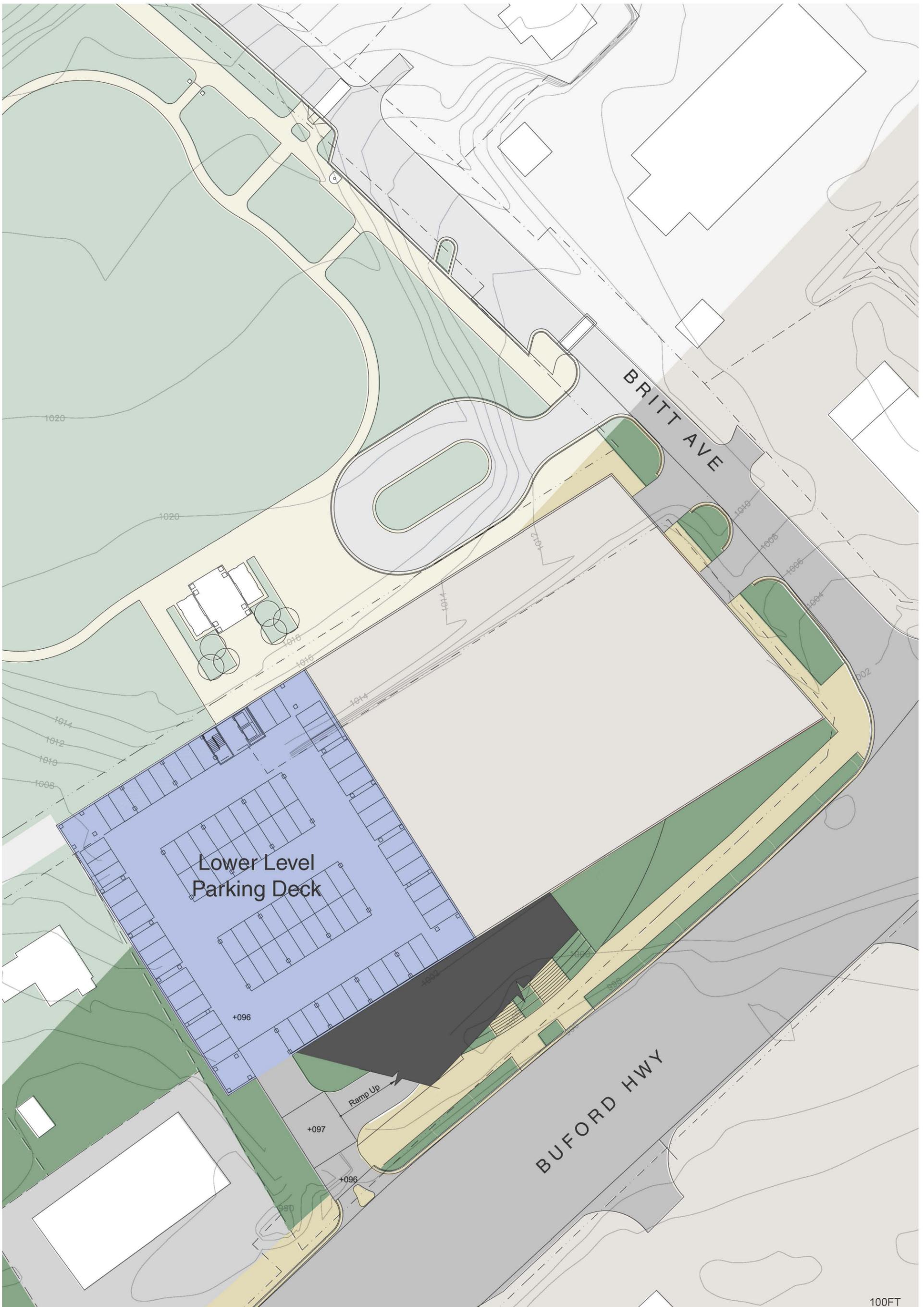


Plaza Level EL.118



215 Parking Spaces

Upper Parking Level EL.106

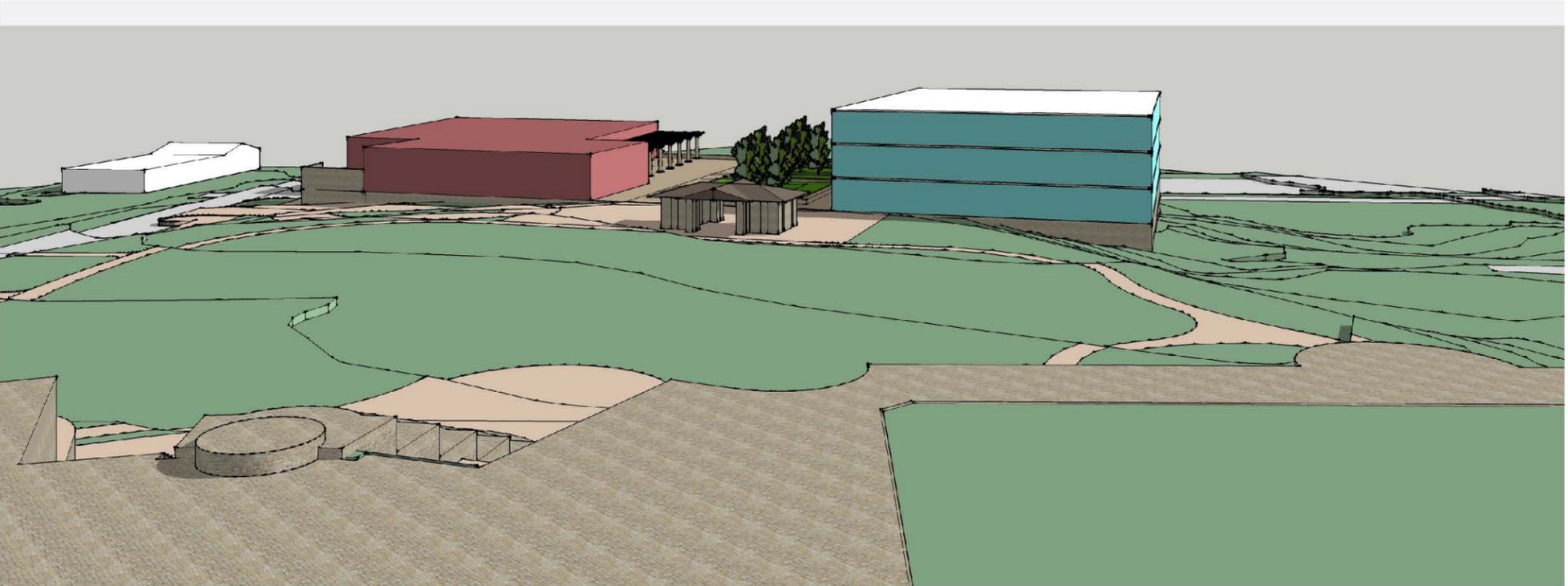
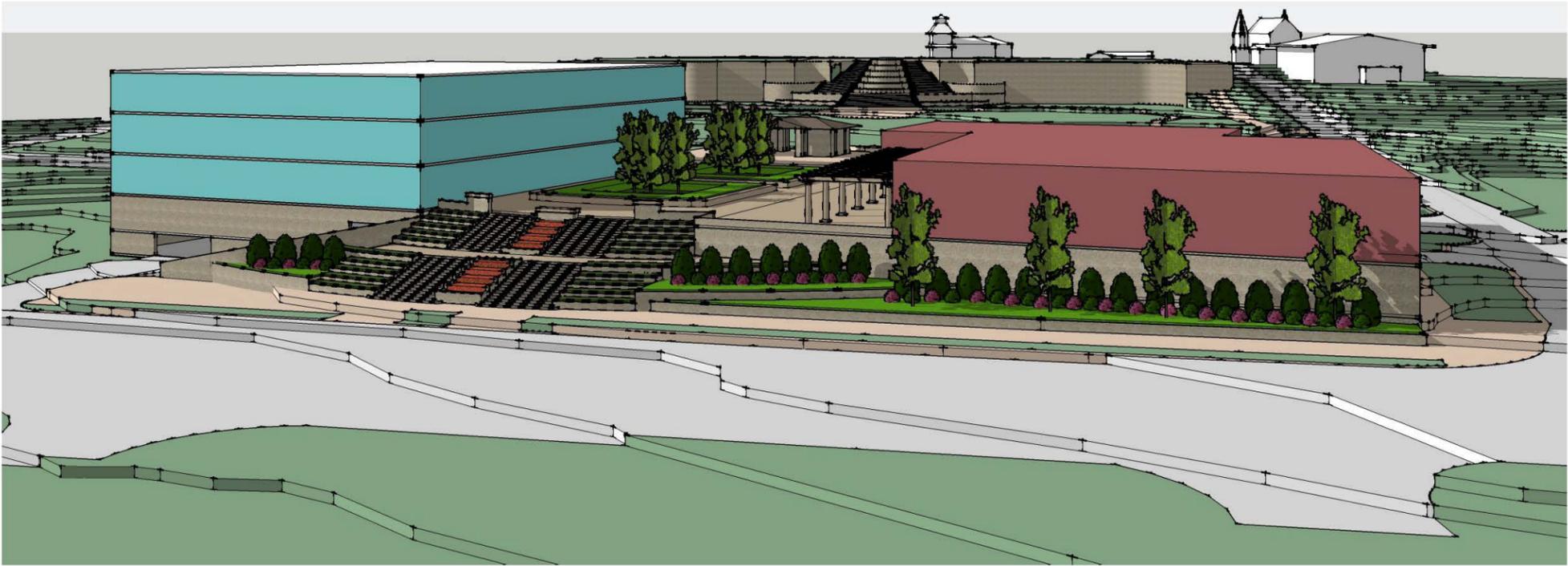


100FT



85 Parking Spaces

Lower Parking Level El. 096



Perspectives



Legislation Details (With Text)

File #: 16-4359 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/11/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Authorization to Apply for CDBG Funds for Fiscal Year 2017

Sponsors:

Indexes:

Code sections:

Attachments: [1. m&cc MEMO 16-03-11](#), [2. CDBG Resolutions FY2017](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
Authorization to Apply for CDBG Funds for Fiscal Year 2017

Drafter
Jeff Mueller

Body
The Gwinnett County Community Development Department has advertised for grant award applications for the fiscal year 2017. Staff has identified projects in eligible census tract areas that be candidates for funding under the public facilities category of the Community Development Block Grant Program.

Motion
A motion Authorizing Staff to Apply for CDBG Funds for Fiscal Year 2017.



CITY OF NORCROSS

Community Development Department

TO: Mayor and City Council

FM: Jon Davis, Community Development Director and City Planner

DATE: March 11, 2016

RE: Agenda Item ~ Authorization to Apply for CDBG Funds for Fiscal Year 2017

Mayor and City Council,

The Gwinnett County Community Development Department has advertised for grant award applications for the fiscal year 2017. Staff has identified projects in eligible census tract areas that be candidates for funding under the public facilities category of the Community Development Block Grant Program.

Accompanying this memo is a resolution that must accompany the application due April 14, 2016. In addition, a list of projects with an estimated cost of \$908,000 is summarized as follows:

1. Property Acquisition for a regional storm water management facility in census district 503.20 or 503.19, estimated cost: \$300,000. Request \$300,000
2. Bicycle Facility on Mitchell Road and Price Place, 10,000 linear feet, estimated cost: \$350,000. Request \$300,000
3. Reeves Street, Turn Around Hammerhead Cul-de-sac for the Norcross Housing Authority, estimated cost: \$58,000. Request \$58,000
4. Everglades Trail Culvert of Beaver Ruin Creek, replace Culvert, estimated cost: \$500,000. Request \$250,000. Design already prepared.

Staff intends to submit the entire list unless directed otherwise. The CDBG program requires that the funds be expended in the year of the award. In past award years, the projects have had a design component in the award. The effect of this is that the schedule for construction has been compressed to accommodate the design phase. When funded through the grant award, the design phase cannot commence until the grant contract has been executed, which occurs in March or April of the contract year. This then pushes the construction phase back until around August of the contract year. To enhance our opportunity for selection, we will propose to fund the survey and design with local funds in order to provide an opportunity to commence construction earlier in the cycle by starting the design as soon as we are notified of a potential award. Such notification is usually made in November of the previous year. We estimate a cost of survey and design of about \$60,000.

Please do not hesitate to let me know if you have any questions.

RESOLUTION

WHEREAS, The City of Norcross has undertaken and executed a Master Plan Study for a Greenway Trail in the Beaver Run Creek watershed; and

WHEREAS, a component of the study is to propose locations for treatment of storm water runoff to improve water quality and provide visual amenities along the trail system; and

WHEREAS, identifying and preserving properties throughout the study area is a strategic aim to realize the goal of the study; and

WHEREAS, The Gwinnett County Community Development Program has advertised for grant applications for Housing and Urban Development (HUD) entitlement grants for fiscal year 2017; and

WHEREAS, One of the categories for application for such grants is “Public Facilities”; now therefore be it

RESOLVED, That the City of Norcross supports the application for property acquisition for a regional storm water management facility to The Gwinnett County Community Development Program in the FY 2017 grant application cycle, which closes April 14, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal to be affixed. This _____, 2016.

Bucky Johnson, Mayor

Attest: Monique Lang, City Clerk

RESOLUTION

WHEREAS, The City of Norcross supports providing an infrastructure accessible to its citizens with modes of transportation beyond the single passenger vehicle such as walking, bicycling, and mass transit; and

WHEREAS, providing an infrastructure conducive to walking and bicycling is an important objective in meeting that goal; and

WHEREAS, The recent Livable Cities Initiative (LCI) Studies for the Norcross Activity Center confirmed that support, and outlined suggested action items, of which one of those items was a bicycle facility on existing public roads; and

WHEREAS, The City of Norcross has undertaken and executed a Master Plan Study for a Greenway Trail in the Beaver Ruin Creek watershed; and

WHEREAS, Price Place and Mitchell Road were identified as roads which could have a shared bicycle infrastructure; and

WHEREAS, The Gwinnett County Community Development Program has advertised for grant applications for Housing and Urban Development (HUD) entitlement grants for fiscal year 2017; and

WHEREAS, One of the categories for application for such grants is "Public Facilities"; now therefore be it

RESOLVED, That the City of Norcross supports the application for the construction of a bicycle facility on Mitchell Road and Price Place to The Gwinnett County Community Development Program in the FY 2017 grant application cycle, which closes April 14, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal to be affixed. This _____, 2016.

Bucky Johnson, Mayor

Attest: Monique Lang, City Clerk

RESOLUTION

WHEREAS, The City of Norcross has a program of replacing culverts and storm drainage structures which have reached the end of their useful life; and

WHEREAS, the culvert under Everglades Trail is close to the end of its useful life, per a report prepared on the condition of storm water conduits throughout the area of the city annexed in 2012; and

WHEREAS, Everglades Trail is the sole point of entry and exit for the Marshes Glen Subdivision, a neighborhood of approximately 190 homes; and

WHEREAS, culvert failure could result in the isolation of this neighborhood from the ability to enter and exit the neighborhood via surface transportation, and

WHEREAS, The Gwinnett County Community Development Program has advertised for grant applications for Housing and Urban Development (HUD) entitlement grants for fiscal year 2017; and

WHEREAS, One of the categories for application for such grants is “Public Facilities”; now therefore be it

RESOLVED, That the City of Norcross supports the application for a culvert replacement on Everglades Trail to The Gwinnett County Community Development Program in the FY 2017 grant application cycle, which closes April 14, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal to be affixed. This _____, 2016.

Bucky Johnson, Mayor

Attest: Monique Lang, City Clerk

RESOLUTION

WHEREAS, The City of Norcross supports the initiatives, goals, and interests of the Norcross Housing Authority; and

WHEREAS, Reeves Street provides access to numerous properties owned by the Norcross Housing Authority; and

WHEREAS, Reeves Street ends in a stub with no ability for emergency and other large vehicles to turn around; and

WHEREAS, The Gwinnett County Community Development Program has advertised for grant applications for Housing and Urban Development (HUD) entitlement grants for fiscal year 2017; and

WHEREAS, One of the categories for application for such grants is “Public Facilities”; now therefore be it

RESOLVED, That the City of Norcross supports the application for design and construction of a turnaround at the end of Reeves Street to The Gwinnett County Community Development Program in the FY 2017 grant application cycle, which closes April 14, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal to be affixed. This _____, 2016.

Bucky Johnson, Mayor

Attest: Monique Lang, City Clerk



Legislation Details (With Text)

File #: 16-4356 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/11/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Sheffield Road Drainage Improvements

Sponsors:

Indexes:

Code sections:

Attachments: 1. [Memo - Sheffield Rd Drainage Improvements](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
Sheffield Road Drainage Improvements

Drafter
Mary Beth Bender

Motion
A motion to Authorize Staff to move forward with the RFP process for the Sheffield Road Drainage Improvement Project.



PUBLIC WORKS, UTILITIES & PARKS

TO: Mayor and City Council
FROM: Mary Beth Bender
DATE: March 10, 2016
SUBJECT: Sheffield Road Drainage Improvements
CC: Rudolph Smith, City Manager

Presented by: Rudolph Smith, City Manager

Project Description

Drainage currently ponds at the intersection of Sheffield Road and Lancelot Drive. The purpose of the Sheffield Road Drainage Improvements Project will be to install a new drainage system at this intersection and pipe runoff to the nearby drainage culvert under Sheffield Road. The project will also include installation of erosion control measures in the creek at Sheffield Road to reduce stream bank erosion downstream of the road crossing. During construction, thru traffic will be blocked but residents will still be able to access the neighborhood through another entrance off of Norcross Tucker Road.

Public Works, Utilities & Parks is ready to proceed to environmental permitting, construction easement acquisition, and bidding of the project for construction. The Department is requesting formal authorization from the City Council to proceed with acquiring bids from qualified contractors to build the project. Funding for this project would be derived from the City's Stormwater Utility User Fees and was a listed project outlined in last year's rate increase.

Staff Recommendation: To proceed with Request for Proposal

Funding Source: Stormwater

Project Cost: \$100,000 - \$110,000



Legislation Details (With Text)

File #: 16-4348 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 2/15/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Police Department Surplus Vehicles

Sponsors:

Indexes:

Code sections:

Attachments: 1. Memo -Surplus Vehicles

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
Police Department Surplus Vehicles

Drafter
Bill Grogan, Interim Chief of Police

Motion
A motion to Approve the Surplus of Police Vehicles as presented.



NORCROSS POLICE DEPARTMENT

TO: Rudolph Smith, City Manager

FROM: Bill Grogan, Acting Chief of Police

DATE: March 9th, 2016

RE: **Surplus Vehicles**

The following vehicles are currently in the Norcross Police Department's fleet and need to be removed due to mileage and mechanical conditions. These vehicles have already been replaced.

I am requesting these vehicles be removed from the Police Department's inventory and sold as surplus:

- 1) Unit 962, 2007 Ford Crown Victoria, VIN: 2FAFP71W97X154872, mileage 129,008. The cost of repair and mileage have gotten too great. Purchased 4/11/2007.
- 2) Unit 963, 2007 Ford Crown Victoria, VIN: 2FAFP71W87X154877, mileage 121,951. The cost of repair and mileage have gotten too great. Purchased 4/11/2007.
- 3) Unit 968, 2008 Ford Crown Victoria, VIN: 2FAFP71V68X176286, mileage 109,968. Vehicle needs a new transmission therefore the cost of repair and mileage have gotten too great. Purchased 7/25/2008.
- 4) Unit 969, 2008 Ford Crown Victoria, VIN: 2FAFP71VX8X176288, mileage 127,003. Vehicle's transmission has already been repaired once and the vehicle's condition has become too poor for continued use. Purchased 7/25/2008.
- 5) 2001 Acura Type S, VIN: 19UYA42751A021912, mileage 103,267. Vehicle needs an abundance of maintenance and is a Police Department seizure through a State of Georgia court. By law, proceeds of the sale must be returned to the Police Department's seized asset fund. Seized 2/23/2011.



Legislation Details (With Text)

File #: 16-4355 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/8/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Restated GMA 401(A) Defined Contribution Plan

Sponsors:

Indexes:

Code sections:

Attachments: 1. [Summary of Changes](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
Restated GMA 401(A) Defined Contribution Plan

Drafter
Rudolph Smith

Motion
A motion to Approve the Restated GMA 401(a) DC Plan Resolution and Adoption Agreement.

**SUMMARY OF CHANGES
TO THE RESTATED
GEORGIA MUNICIPAL ASSOCIATION
401(A) DEFINED CONTRIBUTION PLAN**

I. GENERAL OVERVIEW

On March 31, 2014, the IRS issued a favorable advisory letter for the Pre-Approved Georgia Municipal Association 401(a) Defined Contribution Plan ("401(a) DC Master Plan"). The 401(a) DC Master Plan, as approved, incorporates the relevant provisions of the Pension Protection Act of 2006 ("PPA"), the Heroes Earnings and Assistance and Relief Tax of 2007 ("HEART"), the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"), the final Treasury regulations under Code Section 415 published on April 5, 2007, and model amendments provided under Internal Revenue Service Notice 2009-82. As a result of these changes, each Employer is required to sign an updated 401(a).

II. SUMMARY OF CHANGES TO THE MASTER PLAN DOCUMENT

The following summarizes the changes in the restated 401(a) DC Master Plan:

- ❖ Incorporates previous amendments to the Master Plan document.
- ❖ Includes certain post-severance compensation, accrued before a participant's severance from employment but paid within 2-1/2 months after the participant's severance for annual Code Section 415 limitation testing purposes.
- ❖ Treats any differential pay and certain post-employment payments to employees in qualified military service as compensation for annual Code Section 415 limitation testing purposes.
- ❖ Clarifies that any corrections required with respect to contributions in excess of the annual Code Section 415 limitation may be done pursuant to the IRS correction program.
- ❖ Allows an employer to include coverage for additional employers who will be treated as participating employers in a multiple employer plan.
- ❖ Eliminates the forfeiture account and provides that participant's non-vested employer contributions forfeited during a calendar year must be used no later than the last day of the second month following the calendar year to reduce or supplement employer contributions. If the employer does not otherwise direct, forfeitures will be used to reduce employer contributions.
- ❖ Clarifies the payout options from which a participant may choose to have his or her benefits paid.

- ❖ Temporarily suspends the required minimum distribution rules for 2009 for required minimum distributions.
- ❖ Updates the eligible rollover distribution provisions.
- ❖ Updates rules relating to benefit payments to minors and individuals deemed incompetent.
- ❖ Clarifies the requirements to comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") and the Heroes Earnings Assistance and Relief Tax Act of 2008 ("HEART").

III. SUMMARY OF CHANGES TO THE ADOPTION AGREEMENT

The following summarizes the changes in the restated 401(a) DC Adoption Agreement:

- ❖ Requires employers to specify and clearly define the classes of employees who are eligible for, and excluded from, participation in the plan without identifying the names of the employees.
- ❖ Clarifies that an employee may not be excluded from participating or receiving contributions under an employer's plan based on the attainment of a maximum age.
- ❖ Permits employers to elect to include certain post-severance compensation, accrued before a participant's severance from employment but paid within 2-1/2 months after the participant's severance, as compensation for purposes of determining contributions to the plan.

As has been the case in the past, all amendments must be approved by the GMA Board of Trustees prior to implementation.



Legislation Details (With Text)

File #: 16-4300 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 1/14/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Retail Strategy Plan

Sponsors:

Indexes:

Code sections:

Attachments: [1. Retail Plan Cover Sheet](#), [2. Buxton Proposal](#), [3. r360 Proposal](#), [4. Retail Strategies \(company\) PROPOSAL](#), [5. Budget Amendment - Retail Strategy Plan](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		
1/25/2016	1	Retreat	Acknowledged	

Title
Retail Strategy Plan

Drafter
Rusty Warner

Motion
A motion to Approve/Deny the Attached Budget Amendment and Retail Strategy Plan with r360 with costs totaling \$35,000 funded by General Fund\$17,500 and Contingency Fund \$17,500.



Memo

To: Mayor and City Council

From: Department of Economic Development

Subject: Retail Plan

To address future retail recruitment and to receive a broader understanding of Norcross and adjacent areas, it is requested we implement a Retail Strategy Program.

A Retail Plan includes:

- **Property analysis**
- **Retail target list**
- **Retail leasing information**
- **Mapping of employers**
- **Retail “leakage”**
- **Consumer research**
- **Demographic reports**

Which gives us:

- **Marketing information**
- **On-demand reporting of individualized analysis and research**
- **Interactive consulting & communication**

<u>Company</u>	<u>*Agreement</u>	<u>Total cost</u>	<u>First Year</u>	<u>Additional Years</u>
Retail 360	3 Year	\$95,000	\$35,000	\$30,000
Retail Strategies	3 Year	\$100,000	\$48,000	\$26,000
Buxton	3 Year	\$150,000	\$50,000	\$50,000

Staff recommends **Retail 360**. They seem to have a good understanding of our city and our needs; without having a “cookie-cutter” approach. They are also the only company willing to work side-by-side with staff to recruit individual retail to our city.

Legal is expected to review the contract should we agree to go forward.

* Agreements are year-to-year which will not bind future council.



Proposal

RETAIL RECRUITMENT SOLUTION



Prepared by: Robb Miller
Expiration: January 31, 2016



OUR VALUE PROPOSITION

Since our founding in 1994, Buxton® has been a leading force in retail site and development. We are recognized for creating solutions that provide results. Buxton began as a service to help retailers make informed site selection decisions by understanding their customers and precisely determining their markets. Buxton soon realized that the company's expertise in retail site and market analysis could also be leveraged to benefit communities desiring retail expansion.



More than simply providing data, Buxton supplies custom marketing materials and strategies targeting the unique site requirements of retailers, developers, and commercial real estate brokers. Buxton clients achieve outstanding success using our tools for retail identification, selection, and recruitment. Clients benefit from Buxton's unique understanding of site selection from the retailer's point of view.

- **Grow Your Community.** Create new, permanent jobs that will satisfy your citizens desire to shop at home; retain dollars currently spent outside of your community and maximize revenue growth to fund city services
- **Leverage Buxton's Retail Industry Expertise.** Establish credibility with decision makers by providing factual evidence to support your site and gain a competitive position by leveraging our experience:
 - 3000+ total clients from the retail, restaurant, healthcare, and public sector industries
 - 700+ public sector clients nationwide
 - 35+ million square feet of retail space
 - 500+ cumulative years of retail management and economic development experience
- **Access Your Buxton Solution with Ease.** Utilize your best-in-class retail recruitment solution via SCOUT™ with the touch of a button from any mobile device; gain answers to your retail recruitment and site analysis questions and have the big picture in the palm of your hand
- **Develop a Long-Term Partnership.** Receive personal guidance and ongoing insight into key industry topics

SCOPE OF SERVICES

Buxton is pleased to present this proposal to Norcross, GA. The purpose of this proposal is to outline and review your community development objectives and how Buxton's solutions will enhance your ability to effectively meet those objectives.

Norcross, GA's Objectives:

1. **Recruit new retailers and restaurants**
2. **Retain existing retailers and restaurants**
3. **Understand current retail and restaurant economic condition**

Retail Recruitment and Retention Solution: Your Community Profile

Our solution is a total marketing strategy that enables community leaders to understand the consumer profile of their residents and to identify specific retailers and restaurants who seek a market with household purchasing habits just like yours. This solution provides you with the ability to actively pursue identified retailers, making a compelling case for their expansion to Norcross, GA by utilizing custom marketing packages that Buxton will create for you. You will have access to the same analytical information and insights retailers depend on today to make site selection decisions. This knowledge will provide you with instant credibility and the ability to differentiate your community.

Step 1 – Research Your Community

Buxton uses over 250 consumer and business databases that are updated regularly and compares your potential sites to the universe of all competing sites operating in the U.S. We define your current retail situation and those in any neighboring communities that impact your retail environment.

Step 2 – Define and Evaluate Your Trade Area

Customers shop by convenience, measuring distance based on time, not mileage. We will conduct a custom drive-time analysis to determine your trade area using our proprietary methodology and knowledge of individual retail clients' actual trade areas. Your drive-time trade area will be provided to you as a map that accurately depicts your consumer shopping patterns.

Step 3 – Profile Your Trade Area's Residential Customers

Your community profile will analyze every household in your drive-time trade area. Based on more than 7,500 categories of lifestyles, purchase behaviors, and media reading and viewing habits (psychographics), the households in your trade area are assessed to gain an understanding of the types of retailers that would be attracted to your site.

Step 4 – We Match Retailers and Restaurants to Market Potential

Buxton will match the consumer profile of your community's trade area against the customer profiles of 5,000+ retailers in our proprietary database. We will identify the similarity between the two profiles analyzed using Buxton's proprietary retail matching algorithm to determine if your site presents an attractive opportunity for each retailer. We then qualify the list of matched results to verify that a retailer is currently operating or expanding, that they operate in similar sites, and that your site affords adequate buffer from competition and cannibalization to be realistically considered.

Step 5 – We Create Marketing Packages

Buxton will assemble individualized marketing packages for up to twenty (20) targeted retailers. We will notify each retailer's key real estate decision maker by letter, informing them that they have been qualified by Buxton as a potential viable fit for your site and should expect to be contacted by a representative of the city.

Your marketing packages will be delivered to you in SCOUT and include a:

1. Map of the retail site and trade area
2. Map of the retailer's potential customers
3. Retailer match report that compares the site's trade area characteristics and consumer profile with the retailer's sites in similar trade areas

Solution Deliverables:

- SCOUT Touch access
- Drive time trade area maps
- Retail site assessment
- Retailer specific marketing packages (for up to twenty (20) retailers)
- Mobile tablet device at completion with pre-loaded findings

Multi Year Deliverables:

Years 2 and 3 of this agreement will include a Retail Recruitment model refresh, retail marketing packages, and full access to SCOUT and SCOUT Touch.

Access and Use Your Retail Recruitment Solution via SCOUT Touch

Buxton's Retail Recruitment solution will allow you to actively recruit retailers to your community and support existing businesses with the push of a button in SCOUT Touch, providing you with crucial information about your community, your trade areas, your residents, and much more. SCOUT is a web-based platform that is accessible on any Windows or iOS enabled device with an Internet connection. It is designed to give decision-makers in your community access to the data and solutions that will assist them in making better business decisions. The Retail Recruitment solution includes one (1) mobile tablet device that will be provided at completion and pre-loaded with all key findings. This mobile tablet device, possession of Norcross, GA, enables four (4) SCOUT users with the ability to **run demographic and trade area profile reports**, and view maps and other data elements.

Identifying and quantifying key variables that impact your community, you will acquire insights from these findings that will provide you with a strong understanding of retail recruitment and business retention efforts. In Buxton's SCOUT Touch you will be able to:

- Identify retail matches
- Run variable reports
- View city limit maps
- Run healthcare reports
- Run demographic & consumer propensity reports
- See aerial view
- View physician intelligence
- Run comparable reports
- Run retail leakage/surplus reports



SUPPORT

SCOUT Technical Requirements

SCOUT can be accessed at the following URL: www.buxtonco.com

SCOUT is a web-based platform accessible on any desktop, laptop, or mobile tablet device that has an Internet connection. An iPad Air 2 is suggested by Buxton to give you the best user experience. Android tablets are not supported by Buxton's Helpdesk. Minimum browser requirements are Internet Explorer 10, Safari 5, Chrome 21, or Firefox 14.

Buxton's Helpdesk

(1-817-332-3681) is available during normal office hours (8:00 AM-5:30 PM CST, excluding weekends and public holidays). Buxton's Helpdesk team will be available to support all educational, functional, and technical inquiries and will respond to all requests within twenty-four (24) hours of submission.

Buxton's Helpdesk

Monday – Friday: 8:00 am – 5:30 pm CST

1-817-332-3681

TERM, FEES, AND DELIVERY

Annual Fee	\$50,000
Agreement Term	Three (3) Years
Year 1 Fee (50% invoiced upon execution of this agreement; 50% invoiced upon targeted retailer identification)	\$50,000
Year 2 Fee (Invoiced 1 st anniversary of this agreement)	\$50,000
Year 3 Fee (Invoiced 2 nd anniversary of this agreement)	\$50,000

Delivery **Norcross, GA will have access to retail match lists and marketing packages within sixty (60) business days of execution.**

Your SCOUT access will be enabled within ten (10) business days of the execution of this agreement. Norcross, GA will have access to retail match lists and marketing packages within sixty (60) business days of execution. The initial term of this agreement is for one (1) year. This agreement shall thereafter automatically renew for a maximum of two subsequent terms of one (1) year each. However, at any time during this initial one (1) year term or any subsequent one (1) year terms, Norcross, GA may cancel services for the following year by providing written notice to Buxton at least thirty (30) days in advance of a yearly renewal, or thirty (30) days after the yearly renewal date. All service fees associated with this agreement are due in net (10) days of the date of the invoice. Execution of this agreement will act as full consent that Buxton may include Norcross, GA on its client list and in presentations and public relations efforts. Additionally, Buxton may issue a press release announcing Norcross, GA as a client. When doing so, Buxton will not reveal information that is confidential and proprietary to Norcross, GA.

Buxton

Signature

Printed Name

Title

Date

Norcross, GA

Signature

Printed Name

Title

Date

Please provide us with a primary point of contact for invoice receipt.

Name: _____

Phone: _____

Email: _____

Please provide us with a primary point of contact.

Name: _____

Phone: _____

Email: _____

Preferred Method of Receipt: Email **OR** U.S. Mail

ADDITIONAL RECOMMENDED SOLUTIONS



Visitor Insights - \$10,000

Buxton can develop unique profiles of your visitors by analyzing all Visa expenditures for a recent twelve (12) month period where the cardholder's originating address is located outside the designated regions. Expenditures are consolidated at the ZIP+4 level so as to de-identify individual cardholder information and respect card-holder privacy laws while still providing Buxton with a way to develop an accurate visitor profile of the visitors to Norcross, GA. This solution will provide you with insights into more than 7,500 categories of lifestyles, purchase behaviors, and media reading and viewing habits of your visitors.

Next Page: Project Schedule

PROJECT TIMELINE





A Retail Consulting Firm

PROPOSAL TO THE:
CITY OF NORCROSS, GEORGIA
RETAIL RESEARCH & MARKETING PLAN

Prepared By
Charles Branch
VP of Business Development
P.O. Box 531027
Birmingham, AL 35253
205.218.9578

CONFIDENTIAL

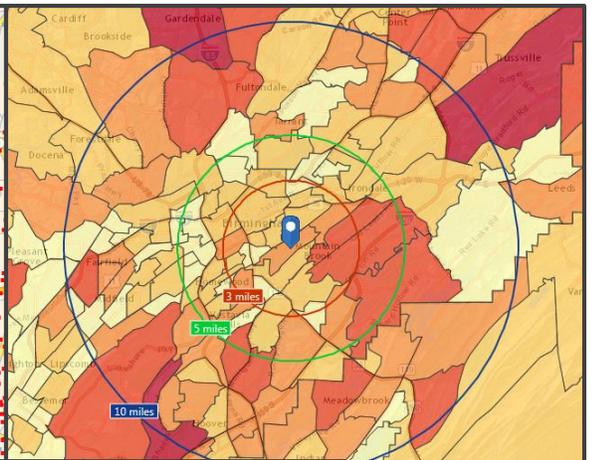
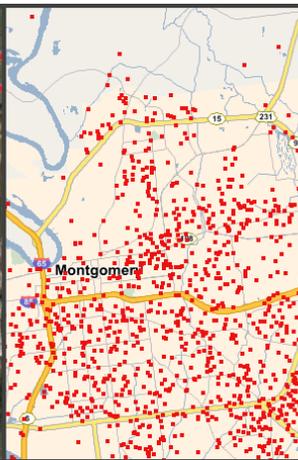
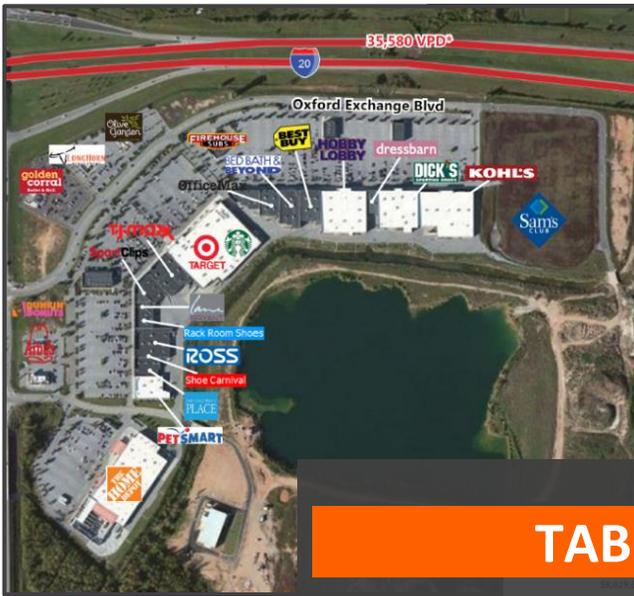
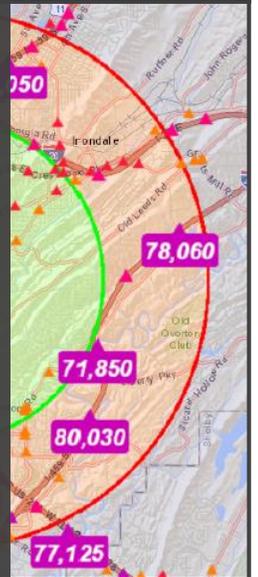


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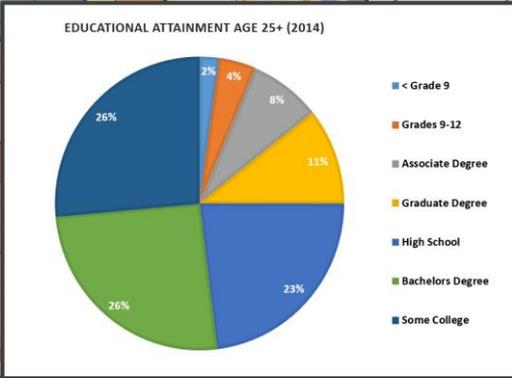
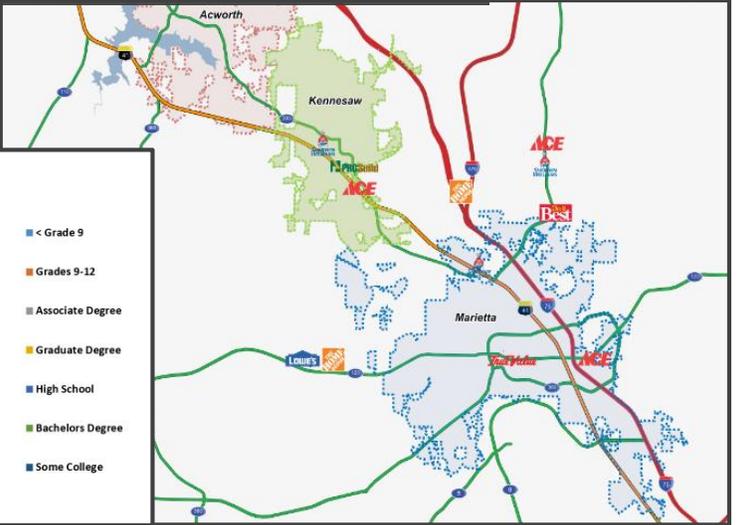
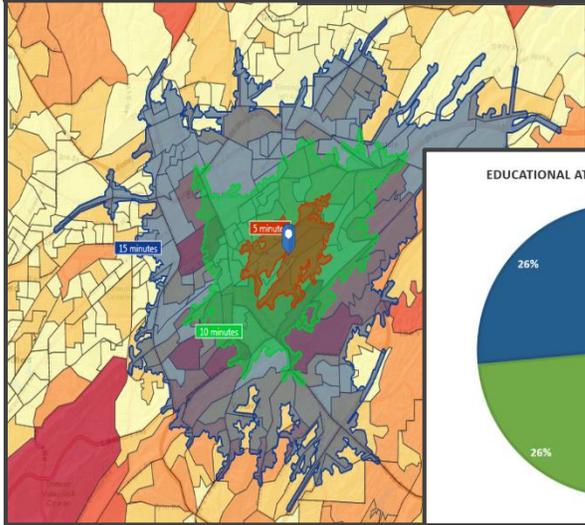


City	State	Population (2010)
Fort Dodge	IA	\$25,206
Ottumwa	IA	\$25,023
Trotwood	OH	\$24,431
Grandview	MO	\$24,475
Blue Island	IL	\$23,706
Romulus	MI	\$23,989
Maple Heights	OH	\$23,138
Clarksville	IN	\$21,724
La Porte	IN	\$22,053
Chillicothe	OH	\$21,901
Charleston	IL	\$21,838
Ferguson	MO	\$21,203

TAPESTRY SEGMENTATION
esri.com/tapestry

12.1% of Households within a 10 Mile Radius

WHO ARE WE?
Bright Young Professionals is a large market, primarily located in urban outskirts of large metropolitan areas. These communities are home to young, educated, working professionals. One out of three householders is under the age of 35. Slightly more diverse couples dominate the market, with more renters than homeowners. More than two-thirds of the households live in single-family homes, over a third live in 5+ unit buildings. Labor force participation is high, generally white-collar work, with a mix of food service and part-time jobs among the college students. Median household income, median home value, and average rent are close to the US values. Residents of this segment are physically active and up on the latest technology.



COMPANY OVERVIEW



PUBLIC



SECTOR

r360, LLC was started to provide customized, cost-effective research, marketing and consulting services to every sector involved in retail development and redevelopment - the public sector, developers, commercial brokers, property owners, retailers and tenant reps.

Currently, retail consulting firms focus on providing reams of demographic research (quantity over quality) and varying methods of pro-active outreach to retailers. There seems to be a "one size fits all" mentality that fails to recognize the differing needs of communities and retail decision makers.

We believe pro-active recruitment of retailers as a singular approach fails to provide a comprehensive communication strategy that brings together the appropriate commercial real estate professionals and expertise necessary to have a meaningful impact on the retail landscape of a community or project.

Our commitment to communication - through advanced research solutions and analytics, pro-active marketing through social media, email and conferences and direct interaction with our industry contacts throughout the U.S. - provides our public sector clients the most effective research, marketing and positioning of the retail opportunities in their community.

For developers, tenant reps, retailers, commercial brokers and property owners, our commitment is site specific, decision critical data, analysis, mapping and marketing materials to facilitate deal making.

Our research solutions are customized versus the industry standard pre-formatted radius or drive-time areas. Each city, community, or retail trade area requires unique analysis based on numerous factors including natural boundary areas, current retail tenant mix, competition, travel times, radius areas and existing sites/buildings. Our research focuses on identifying the decision critical data that will most likely influence the site location decisions by retailers. Once these data points are determined – we provide thematic maps, aerial photos, asset maps, and customized research reports by retail sector. r360's primary data resources include:

CENSUS, AGS, CLARITAS & ESRI DEMOGRAPHICS

By incorporating demographic data from multiple sources, DDR is able to better understand the population, income and retail spending shifts taking place in the current economic environment. Our data also provides historical perspective and projected growth opportunities.

CONSUMER SPENDING

This data includes 18 reports and over 1,000 variables that collectively cover approximately 95% of household spending. Based on extensive modeling of the BLS Consumer Expenditure Survey, Consumer Spending provides reliable estimates of market demand and average household expenditures.

TAPESTRY SEGMENTATION PROFILES

Tapestry classifies US neighborhoods into 65 market segments based on socioeconomic and demographic factors, then consolidates them into LifeMode and Urbanization Groups.

BUSINESS LOCATION DATA

This location data is ideal for competitive analysis, understanding market opportunities and evaluating market dynamics. Sourced to D&B®, the world's most trusted source of sales and marketing solutions, all D&B information is powered by DUNSRight™, D&B's Quality Process which gives you the insight you need to identify and target prospect

RETAIL POTENTIAL

This new tabulation utilizes the Census of Retail Trade tables which cross-tabulates store type by merchandise line. The Consumer Expenditure data was aggregated to the merchandise line classification and then distributed to each of the major store types.

CONSUMER BEHAVIOR & ATTITUDES

The consumer behavior database consists of approximately 1800 indexes of product consumption, lifestyle preferences, product ownership, and attitudes. The database is derived from an analysis of the MRI surveys using MOSAIC and offers insight into the consumption patterns and preferences of consumers.

RETAIL GAP/LEAKAGE SUMMARY

One of the most critical components of any retail research/consulting engagement is accurate retail leakage analysis – measuring household spending by category that is leaving the designated trade area to purchase goods and services. Capturing this leakage through development and redevelopment broadens the tenant mix, creates jobs and leads to additional retail sales tax revenue.

COMMUNITY PEER ANALYSIS

Developers and retailers are always looking for opportunities in cities/trade areas that are similar to previous projects they have completed. We have developed a software solution that allows us to very quickly identify similar geographies (peers) based on a set of demographic, consumer spending and population segmentation variables – allowing us to match potential developments and new retail based on existing locations.

FOCUS PROPERTIES

The r360 team will work with your organization, local property owners and active commercial brokers in your market to determine the appropriate Focus Properties to position as opportunities to developers, tenant reps and retailers. Once we've identified these opportunities, we will upload them to OppSites.com on your behalf (see the OppSites discussion below).

RETAILER TARGET LIST

The r360 team, leveraging our experience, resources and contacts throughout the U.S. will build a retailer target list to zero in on those retailers most likely to consider your city/retail trade area for future expansion. We will also match the retailers in this list to developers that have done single and multi-tenant projects with these concepts.

AERIAL MAPS OF CURRENT RETAILERS

Our mapping software solutions create aerials by city, retail trade area or development/redevelopment zones including locations of current regional and national retailers. These aerial maps become key components of the Retail Marketing Brochure.

RESEARCH – ON DEMAND

All r360 clients have the ability to contact us to request up to **twelve** customized demographic research reports for specific sites or retail concept.



RETAIL MARKETING BROCHURE

Highlights the Focus Properties in your city, key demographic statistics and includes an 11x17 aerial overview of the current retail landscape in the trade area.

SOCIAL MEDIA MARKETING

The goal at r360 is to use every available avenue for marketing and positioning the retail opportunities in your client communities. The cell phone and computer have become the primary communication tools in business and r360 will take advantage of the software applications that real estate decision makers use on a daily basis as key components of their information network.

CONFERENCE REPRESENTATION

r360 will market your community and Focus Properties at the regional and national ICSC conferences throughout the year. Our marketing efforts will include one-on-one and portfolio review meetings with retailers, developers and tenant reps.

OppSites

r360 uses OppSites as a platform to proactively market the Focus Property opportunities in our engaged communities across the U.S.

www.oppsites.com

OppSites is the only online marketplace showcasing public and privately owned properties that cities want to see developed or redeveloped. r360 works with our public sector clients to identify focus properties and then post your public and privately owned sites, even if those sites are not listed for sale. Those sites are showcased on a searchable, web-based platform, and can be marketed to a national audience of developers.

Cities **Add** underutilized **Districts** and **Sites** (r360 does this for our clients), and share local knowledge about what they want to see built. Cities maximize economic development by sharing local knowledge and marketing their development priorities on a national scale. This exposure helps cities attract investment to development priorities that might otherwise go unnoticed.

- Implement community goals
- Increase revenue and property values
- Preserve the rights of all property owners
- Increase government transparency
- Leverage local assets and investment

Investors and developers **Find** underexposed real estate opportunities, and gain insight into markets primed for new investment.

Investors, developers, and brokers use OppSites to **Find** underexposed development opportunities, and to **Follow** preferred cities to learn about opportunities before they hit the market. OppSites is like having a personal relationship with every city.

- Gain local knowledge about priorities and incentives
- Build relationships in new markets
- Learn about pre-market opportunities
- Reduce risk and save time and resources

BASECAMP

Upon completion of the research component of our engagement, the r360 team creates an online account through BASECAMP, a document management and communication platform, available to the appropriate contacts in your city/organization to access all research, analysis and marketing materials.

THE r360 TEAM



ASSIGNED TO THE NORCROSS ENGAGEMENT



Chuck Branch is the CEO and Founder of r360, LLC. He is also CEO and Managing Partner of Decision Data Resources, a web-based GIS software subscription service. Chuck was a co-founder and Partner of Retail Strategies from 2011 to June 2015 when he sold his interest to the other partners of the firm. Chuck has spent the past 14 years providing research and marketing services to the public sector, commercial developers, and commercial real estate firms. His background includes research, consulting, project management and product implementation.

As the COO and Vice President of Marketing, **Amanda Beshears** oversees all operations and marketing for r360, LLC. With over 7 years of experience in retail real estate, she has created real estate committee site selection packages for over 50 of the nation's largest retailers and restaurants while assisting in hundreds of retailer site selection decisions. Amanda has also worked with over 100 cities in customizing their marketing, research and strategic planning needs. Her expertise includes: GIS mapping, advanced market research, market development plans, site selection packages, digital marketing, project coordination,



Charles Branch is the Vice President of Business Development for r360, LLC. Prior to joining r360, LLC, Charles was a Director of Business Development at Retail Strategies, LLC where he worked with municipal clients assisting their retail market analysis and recruiting efforts. His focus was customized retail market research, developing retail strategic plans and identifying retail recruitment and development opportunities.

Jackie Bell is the Director of Marketing & Social Media for r360, LLC. She previously worked for Retail Strategies, where she gained experience using innovative software solutions to produce strategic plans for municipalities. Jackie specializes in GIS mapping, marketing deliverables, web design and digital media. She has an extensive knowledge of digital media marketing including advanced social media concepts allowing her to connect retail opportunities globally.



CUSTOMIZED CONSULTING ENGAGEMENT



INITIAL ENGAGEMENT: THREE (3) YEAR

PRICING – YEAR 1

\$35,000

- Initial Market/Trade Area Research and Analysis for the Norcross market
- On Demand Reports – **up to 12 requests per year**
- Retailer Target List
- Marketing materials and Social Media initiatives

PRICING – YEARS 2 AND 3

\$30,000 per year

r360, for year two and three of the engagement, will provide updated research and on-demand research reports/analysis.

- Updated Market/Trade Area Research and Analysis
- On Demand Reports – **up to 12 requests per year**
- Updated Retailer Target List
- Updated Marketing materials and Social Media initiatives

The City of Norcross will have the option to terminate the engagement at the end of the second year.

The City of Norcross may, at its discretion and under a separate agreement, choose to engage r360's strategic partner, Redmont Consulting Group LLC, to provide Real Estate Advisory Services in the future.

PRICING – YEAR 4 AND BEYOND

Our clients have the option, beginning in year four, to renew r360 services on an annual basis at the **year three cost plus fifteen percent (15%)**.



PROPOSAL TO THE CITY OF NORCROSS MARKET ANALYSIS, STRATEGIC PLANNING AND RETAIL RECRUITMENT

INTRODUCTION:

Birmingham based Retail Strategies, LLC is a retail consulting firm offering unparalleled market analysis, strategic planning, and retail recruitment services to municipalities and economic development authorities. We currently have employed 14 research, marketing and real estate professionals plus we have established numerous relationships with commercial real estate firms and developers across the U.S. to assist our public sector consulting engagements. We have offices in Birmingham (AL), New Orleans (LA) and Dallas (TX) to serve the Southwest and Midwest markets.

The current economic environment has taken its toll on cities throughout the country, many of whom rely on volatile retail sales taxes as a primary source of revenue. Basic community services and quality of life depend heavily on a city's ability to broaden the sources of public revenue. This often requires the city to recruit additional retailers, identify local entrepreneurial opportunities or assist existing businesses in better understanding their potential through detailed market analysis.

To accomplish this, cities today need a plan to address their retail recruitment initiatives. In many instances, city economic development efforts turn to retail consultants to address these issues, only to be left with research reports, a list of retailers, and limited guidance on the actual process of recruiting prospects to their community.

Retail Strategies, LLC partners with the appropriate city departments, staff, elected officials and other stakeholders to identify, through in-depth research and analysis, opportunities to recruit retail concepts that expand and improve the retail tenant mix and retail tax base throughout the client's community. Our unique research solutions help you better understand the strengths, weaknesses, and opportunities in your retail trade areas through demographic and business analysis, retail gap analysis, and peer analysis.

Once we have completed the research assessment we then focus on the primary benefit of our services – the retail recruitment strategic plan and recruitment of retailers. The conclusions of retail research reports are meaningless without effectively executing a Strategic Retail Recruitment Plan.

Our Process



- Market Analysis
- Retail GAP Analysis
- Retail Peer Identification & Analysis

- Catalog Available Properties
- Identify Retail Prospects
- Develop Recruitment Plan

- Develop Marketing Materials
- Proactive Recruitment of Retail Prospects
- Monthly Reporting to City
- Representation at National & Regional Conferences

Your Results



TEAM:

Scott VonCannon (Lead) came to Retail Strategies with an extensive background handling economic and community development marketing initiatives. He brings experience working with State officials, Economic Developers, Chambers of Commerce, and municipalities to help promote business growth within a community, region or state. He worked in Nashville for four and a half years and has relocated to Birmingham to join Retail Strategies. Scott graduated from Auburn University with a bachelor's degree in Business Administration with a concentration on Marketing.

Charles Branch (Lead) is a Business Developer for the Retail Strategies team assisting in the research and retail recruitment efforts for multiple municipal clients throughout the Southeast. He specializes in the execution of the strategic retail recruitment plan, focusing on the identification of companies to fill the product and service gaps within each city's trade area. Charles graduated from the University of Alabama with a bachelor's degree in Finance and is a member of the International Council of Shopping Centers.

Chuck Branch is CEO of Decision Data Resources and co-founded Retail Strategies in 2011. Chuck has spent much of his career managing the development and implementation of large database and GIS projects and solutions for municipalities and workforce development related agencies and organizations across the United States.

METHODOLOGY AND APPROACH:

SUMMARY OF RETAIL ANALYSIS AND SERVICES:

- Custom Demographic Research – Historical, Current, and Projected Demographics – to include market trade areas by radius/drive-time, and custom trade areas associated with Norcross
- Tapestry Lifestyles – Psychographic Profile of Trade Area / Market Segmentation Analysis
- Retail GAP Analysis
- Retail Peer Analysis
- Thematic Mapping and Aerial Imagery by trade area
- Retail Competitor Mapping/Analysis
- Consumer Attitudes and Behaviors
- Market Maximization Summary and Strategic Leasing Plan
- Identification of Priority Business Categories for Recruitment and/or Local Expansion
- Analysis of future retail space requirements in relation to the retail market analysis, the market's growth potential and trends in the retail industry
- Identification of Retail Prospects to be targeted for recruitment
- Retailer Recruitment and Execution of the Retail Strategic Plan
- Updates on Retail Industry Trends

RETAIL STRATEGIES RESEARCH:

Our research solutions are not a “one size fits all” or pre-formatted by an industry standard radius or drive-time area. Each city, community, or retail trade area requires unique analysis based on numerous factors including natural boundary areas, current retail tenant mix, travel times, radius areas and existing sites/buildings. Our research focuses on identifying the data points that are most likely to influence the site location decisions of retailers. Once these data points are determined – we provide thematic maps, aerial photos, asset maps, and customized research reports by retail concept.

Retail Strategies primary data resources include:

CENSUS, AGS AND ESRI DEMOGRAPHICS

By incorporating demographic data from multiple sources, DDR is able to better understand the population, income and retail spending shifts taking place in the current economic environment.

BUSINESS LOCATION DATA

This location data is ideal for competitive analysis, understanding market opportunities and evaluating market dynamics.

Sourced to D&B®, the world's most trusted source of sales and marketing solutions, all D&B information is powered by DUNSRight™, D&B's Quality Process which gives you the insight you need to identify and target prospects.

CONSUMER EXPENDITURES

This data includes 18 reports and close to 1,000 variables that collectively cover almost 95% of household spending. Based on extensive modeling of the BLS Consumer Expenditure Survey, CEX provides reliable estimates of market demand and average household expenditures.

RETAIL POTENTIAL

This new tabulation utilizes the Census of Retail Trade tables which cross-tabulates store type by merchandise line. The Consumer Expenditure data was aggregated to the merchandise line classification and then distributed to each of the major store types.

TAPESTRY

Tapestry classifies US neighborhoods into 65 market segments based on socioeconomic and demographic factors, then consolidates them into LifeMode and Urbanization Groups.

FINAL DELIVERABLE AND STRATEGIC RETAIL RECRUITMENT PLAN:

Upon completion of the research component of our engagement, the Retail Strategies team will create an online account through our BASECAMP platform available to the appropriate contacts in Norcross to access all research, analysis and the strategic plan.

1. Retailer Overview and Recruitment Plan- Summary of the primary retail gaps inclusive of the key retailers to be pursued with a prototypical overview of each retailer relative to size, economics, etc.
2. Local Property Catalog- Retail Strategies, LLC and its partners will work with the city to catalog all local commercial properties that may be suitable sites to present to prospective new retailers. This will include maps, marked aerials and all pertinent contact and site specific information relative to each site.
3. Call List and Recruitment Update- an ongoing tracking form to keep the identified city contacts updated relative to recruitment efforts and specific interaction with prospective retailers.

PROPOSED CONSULTING ENGAGEMENT COSTS: **(VALID FOR 60 DAYS)**

INITIAL ENGAGEMENT: THREE (3) YEARS

PRICING – YEAR 1

\$48,000

Deliverable will focus on all retail trade areas for Norcross and include:

- Initial Market/Trade Area Research and Analysis
- Creation of Strategic Retail Recruitment Plan
- Development and continued updating of Retail Prospect List
- Representation at national and regional retail real estate conferences

PRICING – YEARS 2 AND 3

\$26,000 per year

Retail Strategies, for year two and three of the engagement, will provide updated research and on-demand research reports/analysis.

- Updated research and on-demand research reports/analysis
- Updating of Strategic Retail Recruitment Plan
- Continued updating of Retail Prospect List
- Representation at national and regional retail real estate conferences

PRICING – YEAR 4 AND BEYOND

Our clients have the option, beginning in year four, to renew Retail Strategies services on an annual basis at the same cost as year three of the consulting engagement.

ABOUT RETAIL STRATEGIES:

Retail Strategies is a unique consulting platform that offers unparalleled market research and analysis, strategic planning and retail recruitment services to municipalities and economic development authorities.

Retail Strategies' founding principals (Chuck Branch and Robert Jolly) joined forces in 2011 combining a unique mix of research and analysis skills and technological capabilities with vast national retailer relationships and retail recruitment expertise.

Retail Strategies' team is unparalleled in the industry. The team is comprised of 14 experienced retail real estate professionals.

www.retailstrategies.com

Project Primary Contacts Information

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Legislation Details (With Text)

File #: 16-4364 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/15/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Electric Division Staffing Re-organization

Sponsors:

Indexes:

Code sections:

Attachments: 1. [Electric and Strom Water Division Assessment](#), 2. [Memo - Electric Division Restructure](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
Electric Division Staffing Re-organization

Drafter
Rudolph Smith

Motion
A motion to Approve/Deny the Re-organization of the Electric Division as follows:

Establish five (5) new positions with compensation structure. The new positions are as follows:

Lineman II	\$42,082 - \$68,956
Line I	\$40,078 - \$65, 673
Apprentice Lineman	\$31,403 - \$51,456
Groundman	\$25,835 - \$42,333
Stormwater Superintendent	\$51,151 - \$83,817

A motion to approve a salary increase to \$55,519 for two linemen.



City Manager, Rudolph Smith • 770.448.1734 • rsmith@norcrossga.net

TO: Mayor and City Council

FROM: Rudolph Smith, City Manager

DATE: 3/17/16

SUBJECT: Assessment of Electric and Stormwater Divisions

For the past nine months, I have been managing and evaluating the Public Works, Utilities & Parks Department, with a focus in the electric and stormwater divisions. After careful evaluation, a decision was made to contact a consultant. In December 2015, Mr. William Tom Berry was contracted to perform an in-depth assessment of the electric division. During the initial phases of the assessment, it was discovered that the expenditures and electric rates needed to be re-examined.

The most costly expenditure in the electric division is caused by outsourcing our day-to-day electrical systems and rehabilitation of older facilities. Attached is a recommendation on how the city can reduce outsourcing costs by restructuring the division and hiring full-time employees which will result in a tremendous savings for the city.

The Stormwater division was also evaluated and it is recommended that a title change be made. The Stormwater Supervisor will change to Stormwater Superintendent, this will not require hiring another employee.

If you have any questions related to these recommendations, please do not hesitate to contact me.

Rudolph Smith

Memo

To: Rudolph Smith
From: William Berry
cc:
Date: March 16, 2016
Re: Electric Division Structure

In response to your request I have reviewed the electric department structure and your current cost for using outside contract labor and equipment. I have discussed the structure with the electric department management team and the Human Resource Manager, Kimberly Turpin. Following is my proposal;

1. Establish four (4) new positions to replace current Lineman positions. The new positions would be:
 - a. Lineman I
 - b. Lineman II
 - c. Apprentice Lineman
 - d. Groundman
2. Current annual salaries for the three (3) current positions (three lineman) is \$141,073 before benefits.
3. The salaries for the new positions are proposed as follows
 - a. Lineman II: $\$55,519 \times 2$ employees = \$111,038.00
 - b. Apprentice Lineman x 1 current employee @ \$44,535 and 1 new employee @ \$41,600 = \$86,135
 - c. Groundman : $\$31,403 \times 2$ employees = \$62,806
 - d. Total salaries = \$259,979 less current salary of \$141,073 = \$118,906 net annual increase before benefits.
4. Contract labor (Pike) expended YTD is approximately \$400,000, leaving approximately \$300,000 + budgeted expense pending. The electric management team (Gaines & Briscoe) have already established an exit strategy for Pike during the month of April.
5. The electric management team salaries (Gaines & Briscoe) should be evaluated to prevent their salaries from being compressed by their subordinates.



Legislation Details (With Text)

File #: 16-4358 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 3/11/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Police Department Staffing Assessment

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		

Title
Police Department Staffing Assessment

Drafter
Rudolph Smith

Motion
A motion to Approve/Deny funding for a Staffing Assessment for the Police Department in the amount of \$18,000 funded by Contingency.



Legislation Details (With Text)

File #: 16-4333 **Version:** 1

Type: Agenda Item **Status:** Agenda Ready

File created: 2/4/2016 **In control:** Mayor and Council

On agenda: 4/4/2016 **Final action:**

Title: Amend IGA with DDA to Include Excess Land from Library Site located at 5735 Buford Hwy

Sponsors:

Indexes:

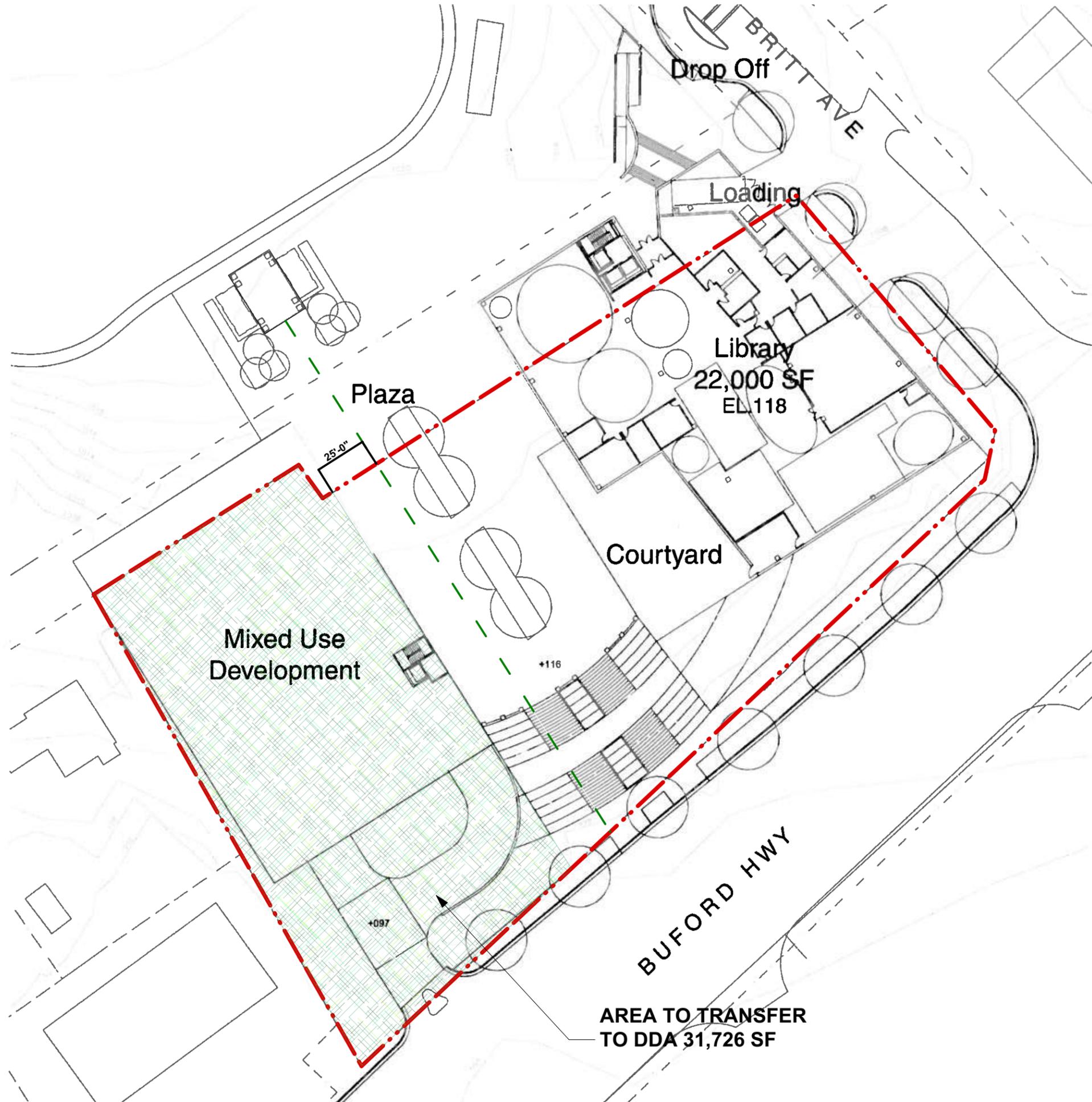
Code sections:

Attachments: 1. [Property to add to the DDA IGA](#)

Date	Ver.	Action By	Action	Result
3/21/2016	1	Policy Work Session		
3/7/2016	1	Mayor and Council		
2/15/2016	1	Policy Work Session	Referred to the	

Title
Amend IGA with DDA to Include Excess Land from Library Site located at 5735 Buford Hwy

Drafter
Councilman Bare



AREA TO TRANSFER
TO DDA 31,726 SF

1 **DDA Property Transfer**
1"=50'

4/1/2016