



**Mayor:** Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare  
**Councilmember:** Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

## CITY OF NORCROSS BOARDS, COMMISSIONS, AND AUTHORITIES APPLICATION

The City of Norcross greatly values the insight, experience, and dedication that residents bring to local government. Through service on its various Boards, Commissions, and Authorities (BCAs), residents have the opportunity to contribute meaningfully to the governance and future development of the community.

Individuals appointed to these volunteer bodies serve as representatives of the broader public, conveying the diverse perspectives of Norcross residents to the Mayor and City Council. In these roles, appointees participate in decision-making, contribute to the development of plans and projects, and assist in the review and recommendation of policies that guide the City's progress.

This application and accompanying questionnaire are intended to assist the City Council in its evaluation of candidates' qualifications and eligibility for appointment to a BCA.

On behalf of the Mayor and City Council, thank you for your interest in serving the City of Norcross. Your willingness to dedicate your time, expertise, and commitment to public service is sincerely appreciated.

Should you have any questions regarding this application or appointment process, please contact the City Clerk's Department at (678) 421-2042.

Before applying for membership on a BCA, please consider the following questions:

- Briefly explain your reason(s) for wishing to serve on a Board/Commission/Authority.
- What skills and experiences do you have that can be applied to the mission and goals of the Board/Commission/Authority?
- Briefly describe your experience gathering perspectives from our Norcross community and how you will incorporate the variety of perspectives you represent.
- Will you have the time and availability to prepare for and regularly attend meetings, periodic training sessions provided by the City either on or off site or virtually, and to perform a reasonable amount of work outside of regularly scheduled meetings?
- How long have you been a resident of Norcross? (If required for appointment); or  
How long have you been a property or business owner in Norcross (if required for appointment); or  
How long have you been in an associated profession or related organization (if required for appointment)
- Do you know of any circumstances that would create a conflict or result in you having to abstain from voting on any action before the Board/Commission/Authority? If so, please explain.

Please continue to the next page to for the appointment application.



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**CITY OF NORCROSS  
 BOARDS, COMMISSIONS, AND AUTHORITIES APPLICATION**

Applicant Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Are you a city resident? \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Preferred E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

Why are you interested in serving on a Board, Commission, or Authority?

What relevant skills, background, or experiences would you bring to this role?

Do you have any potential conflicts of interest that may affect your participation? If yes, please explain.

**Choose up to "2" BCAs for which you seek candidacy, numbering them in order of preference, 1 being the most preferred.**

- |   |  |
|---|--|
| _____ Architectural Review Board (ARB)              | _____ Norcross Public Arts Commission (NPAC)         |
| _____ Discovery Garden Park (DGP)                   | _____ Parks, Green Spaces, & Trails Commission (PGT) |
| _____ Norcross Downtown Development Authority (DDA) | _____ Planning & Zoning Board (P&Z)                  |
| _____ Historic Preservation Commission (HPC)        | _____ Tree Preservation Board (TPB)                  |
| _____ Norcross Homeless Task Force (NHT)            | _____ Zoning Board of Appeals (ZBA)                  |
| _____ Norcross Housing Authority (NHA)              |  |

Please refer to attachment (A) for descriptions of the City of Norcross BCAs.



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### BCA APPLICANT STATEMENT

I understand that I am applying for appointment to a BCA of the City of Norcross. I further understand that:

1. The appointing authority may require an interview prior to consideration for appointment;
2. I will be required to take an oath of office to uphold the City's charter and ordinances;
3. My term in office will be governed by the Norcross city code;
4. I understand that I am acting as a representative of the Norcross community, and I have no personal or professional interests that would interfere with my ability to serve in that capacity;
5. I understand this appointment will require reasonable effort on my part and I am willing to devote the necessary time to carry out the responsibilities and requirements of the position;
6. The City of Norcross may conduct a Criminal Background Check prior to the appointment to a BCA;
7. My application will remain on file for two years with the City Clerk for two years and will be periodically reviewed by the appointing authority, so it is my responsibility to keep the application updated.

I agree to comply at all times with all requirements of the BCA for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit the completed application and signed applicant statement via email or in person to:**

Shayla Alexis, Deputy City Clerk  
City of Norcross  
65 Lawrenceville St.  
Norcross, GA 30071  
shayla.alexis@norcrossga.net

**The video application may be submitted via email or delivered on a flash drive.**



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## ATTACHMENT A CITY OF NORCROSS BCA DESCRIPTIONS

### **ARCHITECTURAL REVIEW BOARD (ARB)**

**Composition:** 5 members | 3-year terms | Minimum of 3 residents; at least 1 architect or engineer

**Meeting Time/Location:** 3rd Tuesday, 6:00 p.m., City Hall, 2nd Floor Conference Room

**Purpose:** The ARB ensures high-quality, well-designed development throughout the city by reviewing architectural and landscape plans in accordance with the City's design standards, while preserving natural and cultural assets and maintaining harmony with surrounding areas.

### **DISCOVERY GARDEN PARK BOARD (DGP)**

**Composition:** 9 members | 2-year terms | Minimum of 5 residents

**Meeting Time/Location:** 2nd Monday, 6:00 p.m., City Hall, 2nd Floor Conference Room

**Purpose:** The DGP Board manages and enhances the park as a space for education, organic gardening, and community engagement—while promoting its growth, securing funding, organizing events, and advising the Mayor and Council on its development and operations.

### **DOWNTOWN DEVELOPMENT AUTHORITY OF NORCROSS (DDA)**

**Composition:** 7 members | 4-year terms | Must be city taxpayers or business owners in the downtown area

**Meeting Time/Location:** 2nd Thursday, 6:00 p.m., City Hall, 2nd Floor Conference Room

**Purpose:** The DDA leads the revitalization and long-term growth of Norcross's central business district by planning, promoting, and financing projects that enhance economic development, support local businesses, and improve the overall vitality of downtown.

### **HISTORIC PRESERVATION COMMISSION (HPC)**

**Composition:** 5 members | 3-year terms | Must be residents or property owners in the historic district

**Meeting Time/Location:** 4th Wednesday (as needed), 6:30 p.m., City Hall, 2nd Floor Conference Room

**Purpose:** The HPC promotes Norcross's historic character through design review, public education, and the designation and protection of historic properties, while supporting revitalization and leveraging local, state, and federal preservation resources.

### **NORCROSS HOMELESS TASK FORCE (NHT)**

**Composition:** As appointed by the Mayor

**Meeting Time/Location:** As determined by the Mayor

**Purpose:** The NHT develops sustainable, long-term solutions for homelessness while promoting the overall well-being of the community.

### **NORCROSS HOUSING AUTHORITY (NHA)**

**Composition:** 6 members | 5-year terms | Must be residents or historic district property owners

**Meeting Time/Location:** 3rd Friday of even months, 10:30 a.m., City Hall, 2nd Floor Conference Room

**Purpose:** The NHA addresses the shortage of safe and sanitary housing accommodations for low-income individuals and families within the city. This authority is established to ensure affordable rental housing options are available, in accordance with the Housing Authorities Law, to meet the needs of the community.



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#### **NORCROSS PUBLIC ARTS COMMISSION (NPAC)**

**Composition:** 7 members | 3-year terms | Minimum of 4 residents

**Meeting Time/Location:** 4th Tuesday, 6:30 p.m., City Hall, 2nd Floor Conference Room

**Purpose:** The NPAC promotes and cultivates the growth of art and culture within the city by fostering a creative arts community. The Commission is responsible for seeking funding, organizing public art events, making recommendations on the placement of permanent art in public spaces, and developing and maintaining a master arts plan to guide the city's art and cultural development.

#### **PARKS, GREEN SPACES, & TRAILS COMMISSION (PGT)**

**Composition:** 5 members | 4-year terms | Minimum of 4 residents

**Meeting Time/Location:** 3rd Thursday, 5:00 p.m., City Hall, 2nd Floor Conference Room

**Purpose:** The PGT Commission advises the Mayor and City Council on the optimal use, development, and maintenance of the city's parks, green spaces, and trails. The Commission serves as a focal point for community input and engagement, develops strategic plans and priorities, supports project implementation, identifies funding opportunities, and ensures that public outdoor spaces meet the needs of residents and align with best practices in urban planning and sustainability.

#### **PLANNING & ZONING BOARD (P&Z)**

**Composition:** 5 members | 4-year terms | Must be residents of the city

**Meeting Time/Location:** 1st Wednesday, 6:30 p.m., City Hall, 2nd Floor Conference Room

**Purpose:** The P&Z Board serves as an advisory body to the Mayor and City Council by reviewing and making recommendations on land use, zoning, and development matters in accordance with state law, the City Charter, the Unified Development Ordinance (UDO), and the City's Comprehensive Plan. The Board ensures that all proposed changes align with established zoning standards and planning principles, promoting thoughtful and sustainable community development.

#### **TREE PRESERVATION BOARD (TPB)**

**Composition:** 5 members | 3-year terms | Residents or property owners (up to 2 nonresidents with expertise allowed)

**Meeting Time/Location:** 2nd Wednesday, bi-monthly, 4:00 p.m., City Hall, 2nd Floor Community Room

**Purpose:** The TPB supports the preservation and enhancement of the City of Norcross's tree canopy by advising the Mayor and City Council, assisting the Community Development Department with the interpretation and enforcement of tree-related ordinances, and maintaining the city's community tree species list. The Board also has the authority to hear appeals and grant variances related to tree preservation regulations, ensuring thoughtful stewardship of urban forestry through community engagement and expert guidance.

#### **ZONING BOARD OF APPEALS (ZBA)**

**Composition:** 5 members | 4-year terms | Must reside within city limits

**Meeting Time/Location:** 4th Thursday (as needed), 6:30 p.m., City Hall, 2nd Floor Conference Room

**Purpose:** The ZBA ensures fair and consistent application of the City of Norcross's Unified Development Ordinance (UDO) by hearing and deciding appeals, interpreting zoning regulations, and granting variances where strict enforcement would result in unnecessary hardship. The ZBA serves to uphold the intent of the UDO while protecting public interest, ensuring justice, and maintaining alignment with the city's Comprehensive Plan.



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## **ATTACHMENT B BCA APPOINTMENT PROCESS**

The Mayor and Council desire to provide as many residents as possible the opportunity to serve on a BCA. While it is not typical for a resident to serve on more than one BCA at a time, individuals currently serving on a BCA are not prohibited from applying to another, provided there is no conflict in responsibilities. Residents may also serve on any number of committees or task forces concurrently.

The City Council will, whenever possible, assign a Councilmember as an ex-officio member to each BCA, both to provide a direct liaison to council and to keep BCA members informed of council issues and concerns.

### **APPLICATION PROCESS**

Twice a year, in April and October, the City will issue a call for persons interested in serving on a BCA. Vacancies will be advertised by city staff on the City's website, in the local newsletter, and on social media outlets. Should there be a lack of applications, less than one, an additional call for applicants will be issued.

With some exceptions, representatives to all BCA's are regularly appointed in June and December. Special appointments usually take place following a resignation. The City Clerk's office will send a letter of appreciation and acknowledgment of the term of service to the outgoing BCA member and a notice to the newly appointed BCA member.

Individuals interested in serving on a City BCA must complete the "City of Norcross Boards, Commissions, & Authorities Application," indicating which BCA they are applying for, limited to the applicant's top two BCA choices. This application can be obtained from the City's website and returned to the City Clerk's office upon completion. The application will be held on file by the Clerk for two years and will be considered by the City Council if an opening in the applicable BCA becomes available.

Eligibility to apply and serve on a BCA varies based on their authorizing legislation. Several BCA's require that a majority of their members reside in the City of Norcross and/or hold specific professional backgrounds; see attachment A for a list of eligibility requirements for a particular BCA.

### **INTERVIEW PROCESS**

Applicants are required to complete and return the BCA application, along with a five minute, or less, video addressing the following questions as presented below. Assistance will be provided to applicants needing help with the required video recording.

1. Briefly explain your reason(s) for wishing to serve on this BCA.
2. What skills and experiences do you have that can be applied to the mission and goals of the BCA?
3. Briefly describe your experience gathering perspectives from our Norcross community and how you will incorporate the variety of perspectives you represent.
4. Will you have the time and availability to prepare for and regularly attend meetings, periodic training sessions provided by the City either on or off site or virtually, and to perform a reasonable amount of work outside of regularly scheduled meetings?
5. How long have you been a resident of Norcross? (If required for appointment); or  
How long have you been a property or business owner in Norcross (if required for appointment); or  
How long have you been in an associated profession or related organization (if required for appointment)
6. Do you know of any circumstances that would create a conflict or result in you having to abstain from voting on any action before a BCA? If so, please explain.



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### **APPLICANT VETTING AND APPOINTMENT PROCESS**

The BCA chair and staff liaison review and vet all applications and video submissions to ensure that applicants meet the qualifications required to serve on the BCA for which they have applied, i.e., residency, property or business ownership, or professional affiliations.

The Board Chair provides the City Clerk's Department with a recommendation. The BCA Chair may involve the entire board in the recommendation process or opt not to provide a recommendation, leaving the decision solely up to the Mayor and Council.

The City Clerk's Department will then forward all eligible application packets to the Mayor and Council for review, along with the BCA Chair's recommendation.

The process for appointing or reappointing a BCA member begins with including it on a Policy Work Session Agenda.

The Mayor and Council shall conduct any additional follow-up discussions, interviews, etc., in Executive Session.

As the ultimate decision-making body, the Council shall vote on the appointment at the subsequent Regular Council Meeting.

### **COMMITTEES AND TASK FORCES**

The Mayor or Council may, from time to time, establish a committee or task force to study a specific topic and provide recommendations for action. These efforts are typically short in duration; therefore, appointments to such groups may not follow the standard notification and selection process outlined above.