



DESIGN REVIEW BOARD APRIL 25, 2025

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
9:00 AM

1. MEETING ANNOUNCEMENTS

Today's Design Review Board meeting will commence at 8:30 a.m. and a break is scheduled at 12:00 p.m. The meeting will resume at 12:30 p.m.

2. WORK SESSION ITEMS

3. CALL TO ORDER

4. ROLL CALL

5. ITEMS FROM BOARD MEMBERS

- 1. DRB Meeting Minutes of March 21, 2025.**

6. PLEDGE TO THE FLAG

7. ITEMS FROM STAFF

8. PUBLIC HEARING

- 1. DRB250014 Chutney Express 5215 Windward Parkway
review exterior modification**
- 2. DRB250013 100 North Main Signs 100 North Main
review signage**

9. ADJOURNMENT



Design Review Board

UNOFFICIAL MINUTES

March 21, 2025

CITY HALL 2 PARK PLAZA

I. CALL TO ORDER - WORKSHOP

Chair Kramer called the workshop to order at 8:30 a.m.

Chair Kramer adjourned the workshop at 8:59 a.m.

II. CALL TO ORDER

Chair Kramer called the meeting to order at 9:07 a.m.

III. ROLL CALL

- **Board Members Present**

- Richard Kramer, Chair
- Frank Schwing, Vice- Chair
- Pat Corkill
- Jennifer Sprayberry
- Richard Owens

- **Board Members Absent**

- Holly Palmer
- Erik Rowen

- **Staff Members Present**

- Brett Schroeder, Code Enforcement Manager
- Joel Carnow, GIS Specialist/Special Projects Planner
- Erin Cobb, Administrative Office Coordinator

IV. ITEMS FROM STAFF

- A. Public Hearing Procedures

V. ITEMS FROM BOARD MEMBERS

- A. DRB Meeting Minutes of February 21, 2025

- ❖ Board Member Owens offered a motion to approve the meeting minutes from February 21, 2025
 - The motion received a second from Board Member Sprayberry
 - The motion was approved unanimous.

VI. PUBLIC HEARINGS

A. DRB240048 296 & 304 Thompson St – Kingsly

Applicant presented Elevations and Materials.

There was no public comment.

After discussion:

- ❖ Vice-Chair Schwing offered a motion to approve elevations and materials as follows:
 1. Lots 1-7 are approved as presented.
 2. Lots 2-6 and 8-11 will be substantially similar to 1 and 7; same stone throughout, one of the three brick selections shown; same window style and color; with all final approvals by staff.
 3. Townhouses elevations and materials are approved as presented.
 - The motion received a second from Board Member Owens
 - The motion was approved unanimously (5-0)

B. DRB240045 244 North Main St

Applicant presented Elevations and Materials.

There was no public comment.

After discussion:

- ❖ Board Member Schwing offered a motion to approve elevations and materials as presented with the following clarifications and conditions:
 1. All the lower roofs are standing seam.
 2. The brick selection will be as follows:
 - Unit 1: Stonington Queen
 - Unit 2: Botany Bay
 - Unit 3: Old Bailey

- o Unit 4: Stonington Queen
- o Unit 5: Mosswood
- o Unit 6: Botany Bay
- o Unit 7: Old Bailey
- o Unit 8: Botany Bay
- o Unit 9: Stonington Queen
- o Unit 10: Mosswood
- o Unit 11: Old Bailey

3. The outer side northern elevation on lot 1, 4 and 11 need more visual interest, applicant to work with staff for final approval.

- The motion received a second from Chairman Kramer
- The motion was approved (4-1); Board Member Corkill voting in opposition.

Chairman Kramer called a recess at 10:15 am

Chairman Kramer called the meeting back to order at 10:21 am

C. DRB250001 Hudson Park 193 Canton St

Board Member Corkill recused himself from this item as he was consulted on the Landscape Plan.

Applicant presented Elevations and Materials.

There was no public comment.

After discussion:

❖ Vice - Chair Schwing offered a motion to approve elevation and materials as presented with the following conditions and clarifications:

1. Lots 1, 2, and 10 on Canton Street, AC units will not be visible from the street or will be screened in some way with approval by Staff.
2. The sample of the brick called Natural will be submitted to Staff for approval.
3. For lot 10 the paint color on the lower right of the sample page that is labeled Passive is actually Porpoise.
4. For lot 1 the Passive color is on the one shown on the bottom left of the sample page.

- The motion received a second from Board Member Owens
- The motion was approved unanimously (4-0-1); Board Member Corkill recused himself from this item.

D. DRB250011 Providence Partners Group 204 Marietta St

Applicant presented elevations, materials and site plan.
There was no public comment.

After discussion:

- ❖ Vice - Chair Schwing offered a motion to approve elevation & materials and site plan as presented with the following conditions:
 1. The parapet wall with address number needs more attention as discussed, the applicant will work with Staff on the final approval after signage is determined.
 - The motion received a second from Board Member Owens.
 - The motion was approved unanimously (5-0)
- ❖ Board Member Schwing offered a motion to approve the photo metrics to be submitted to Staff for final approval.
 - The motion received a second from Board Member Corkill.
 - The motion was approved unanimously (5-0)
- ❖ Vice - Chair Schwing offered a motion to defer landscaping in order for the applicant to address comments and conditions by City Council.
 - The motion received a second from Board Member Corkill.
 - The motion was approved unanimously (5-0)

Chairman Kramer called a recess for lunch at 12:03 pm
Chairman Kramer called the meeting back to order at 12:38 pm

E. DRB250008 Stonewood Village 670 North Main St

Applicant presented Elevations and Materials.
There was no public comment.

After discussion:

- ❖ Vice - Chair Schwing offered a motion to approve elevations and materials as submitted.
 - The motion received a second from Board Member Owens.

- The motion was approved unanimously (5-0)

F. DRB250009 Stonewood Village (outparcel) 670 North Main St

Board Member Sprayberry recused herself from this item as she was consulted on the Landscape Plan.

Applicant presented Elevations and Materials and Site Plan.

There was no public comment.

After discussion:

- ❖ Vice - Chair Schwing offered a motion to approve the site plan as presented with the following conditions:
 1. Adding a man door on the East side of the dumpster enclosure with a walkway to the rear exit of the building.
 - The motion received a second from Board Member Owens.
 - The motion was approved unanimously (4-0-1); Board Member Sprayberry recused herself from this item.
- ❖ Board Member Schwing offered a motion to approve the elevation and materials as presented with the following condition:
 1. Brick two will be used on both storefront entrance sections.
 - The motion received a second from Board Member Corkill
 - The motion was approved unanimously (4-0); Board Member Sprayberry recused herself from this item.
- ❖ Board Member Corkill offered a motion to approve landscaping with the following conditions:
 1. The applicant shall work with Staff based on discussion to space the trees out on the site, to eliminate overplanting on westside in order to keep current planting plan enact.
 - The motion received a second from Board Member Owens
 - The motion was approved unanimously (4-0); Board Member Sprayberry recused herself from this item.

G. DRB250012 True Education 363 South Main St

Applicant presented Building Signage.
There was no public comment.
After discussion:

- ❖ Board Member Schwing offered a motion to approve the building sign as presented and the blade sign as presented with the following conditions:
 1. To include blue background and bracket color to match
 - The motion received a second from Board Member Corkill
 - The motion was approved unanimously (5-0)

H. DRB250010 Maple Street Biscuit 50 Canton St

Applicant was not present, Bret Schroeder, Code Enforcement Manager presented on their behalf.

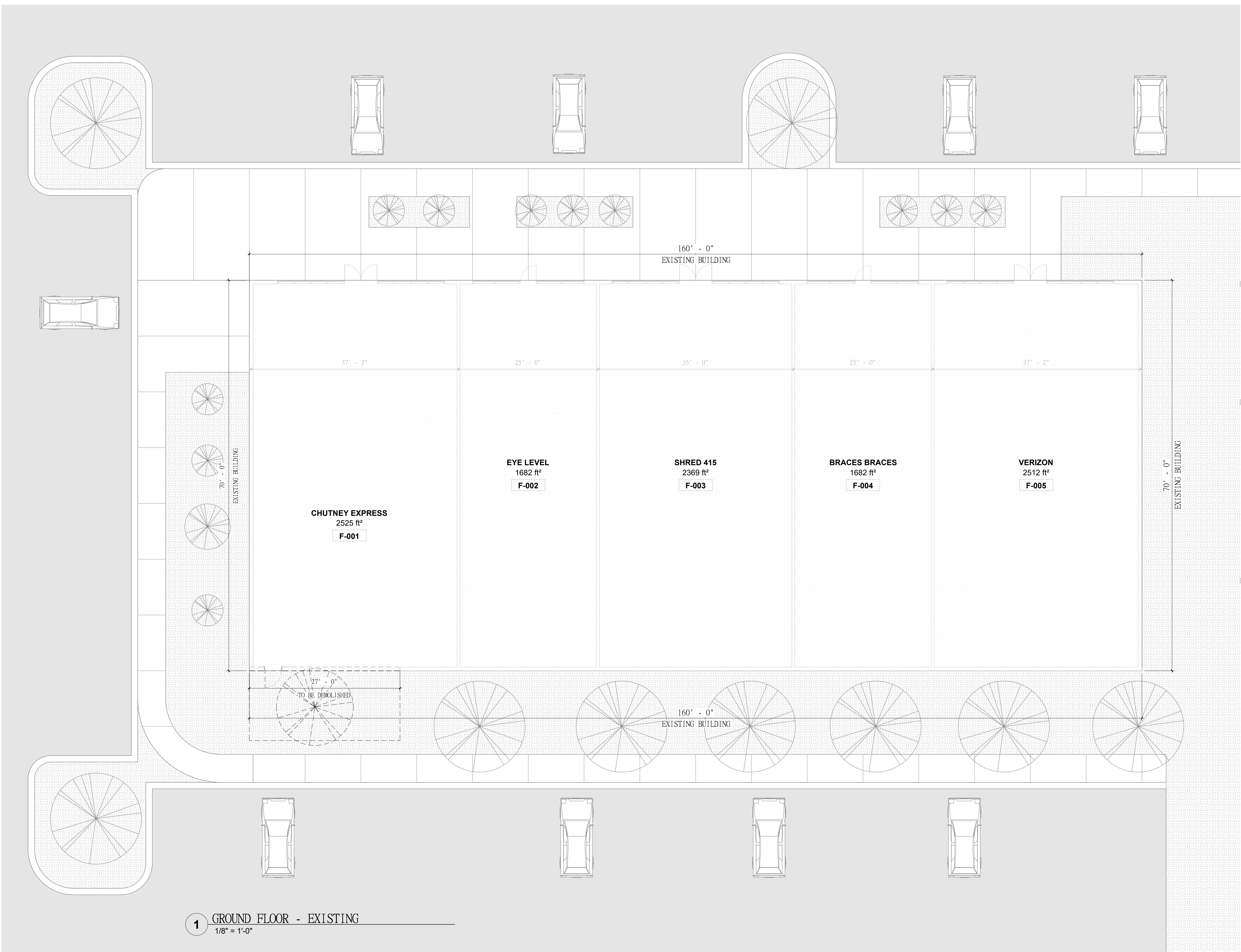
There was no public comment.

After discussion:

- ❖ Board Member Schwing offered a motion to approve the signage as presented.
 - The motion received a second from Board Member Sprayberry.
 - The motion was approved unanimously (5-0.)

VII. ADJOURNMENT

- ❖ With no further business to discuss or items to be heard, Chairman Kramer adjourned the meeting at 2:15 pm



1 GROUND FLOOR - EXISTING
1/8" = 1'-0"

ISSUE
FOR INTERVIEW ONLY
BID ONLY
PERMITS SET
CONSTRUCTION SET

NO.	DATE	DESCRIPTION

CHUTNEY EXPRESS
LOCATED AT
5215 Windward Pkwy - Building
Alpharetta, GA 30004, USA

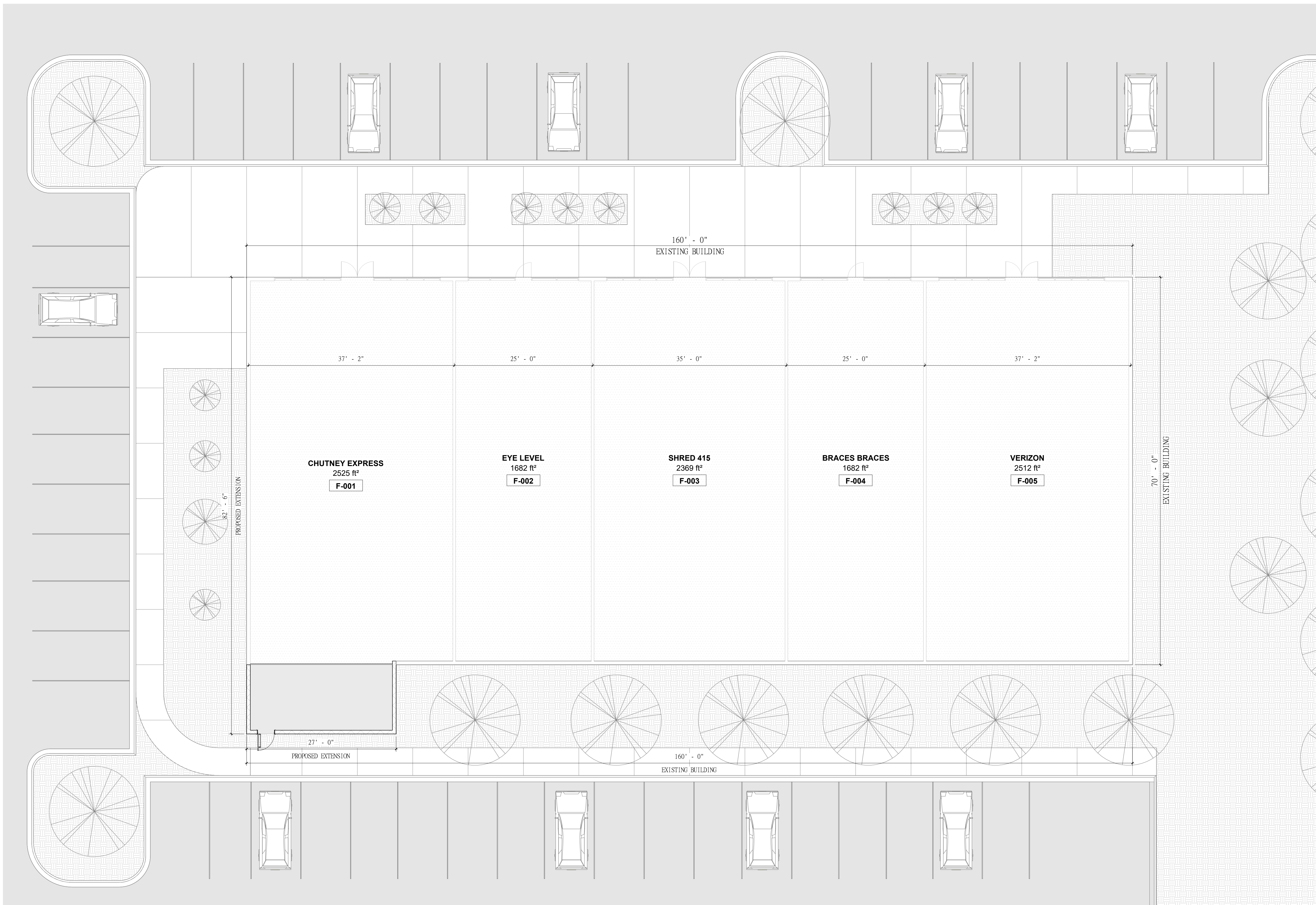
SEAL
:

DATE 09/16/24

PROJECT NUMBER : --
SCALE : 1/8" = 1'-0"
DRAWN BY : Author
CHECKED BY : Checker
SHEET TITLE:

**GROUND PLAN
- EXISTING**

DRAWING NUMBER: **A-2.0**



1 GROUND FLOOR - PROPOSED
1/8" = 1'-0"

ISSUE
FOR INTERVIEW ONLY
BID ONLY
PERMITS SET
CONSTRUCTION SET

REVISION		
NO.	DATE	DESCRIPTION

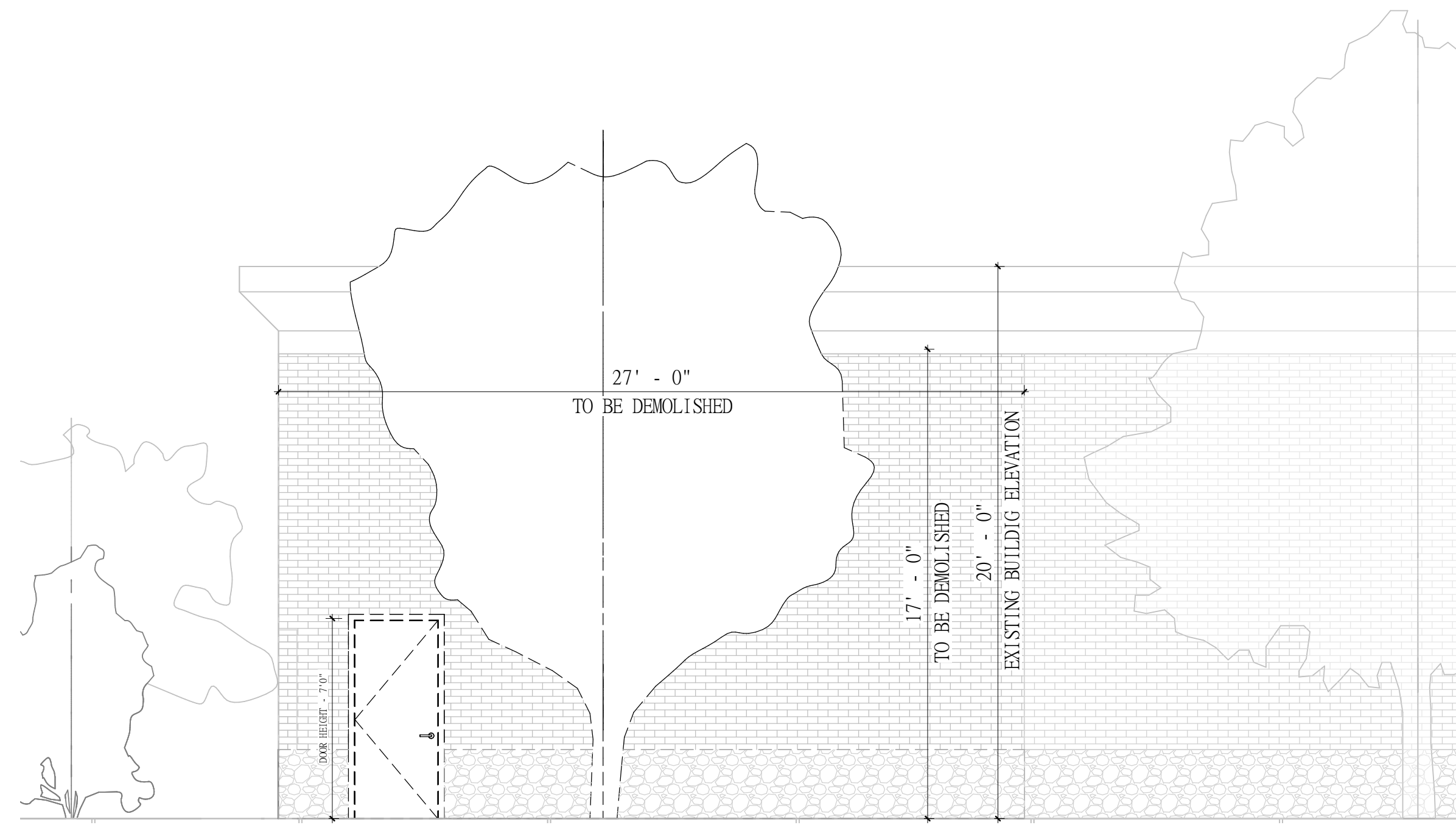
CHUTNEY EXPRESS
LOCATED AT
5215 Windward Pkwy - Building
Alpharetta, GA 30004, USA

SEAL
:
DATE 16.05.24

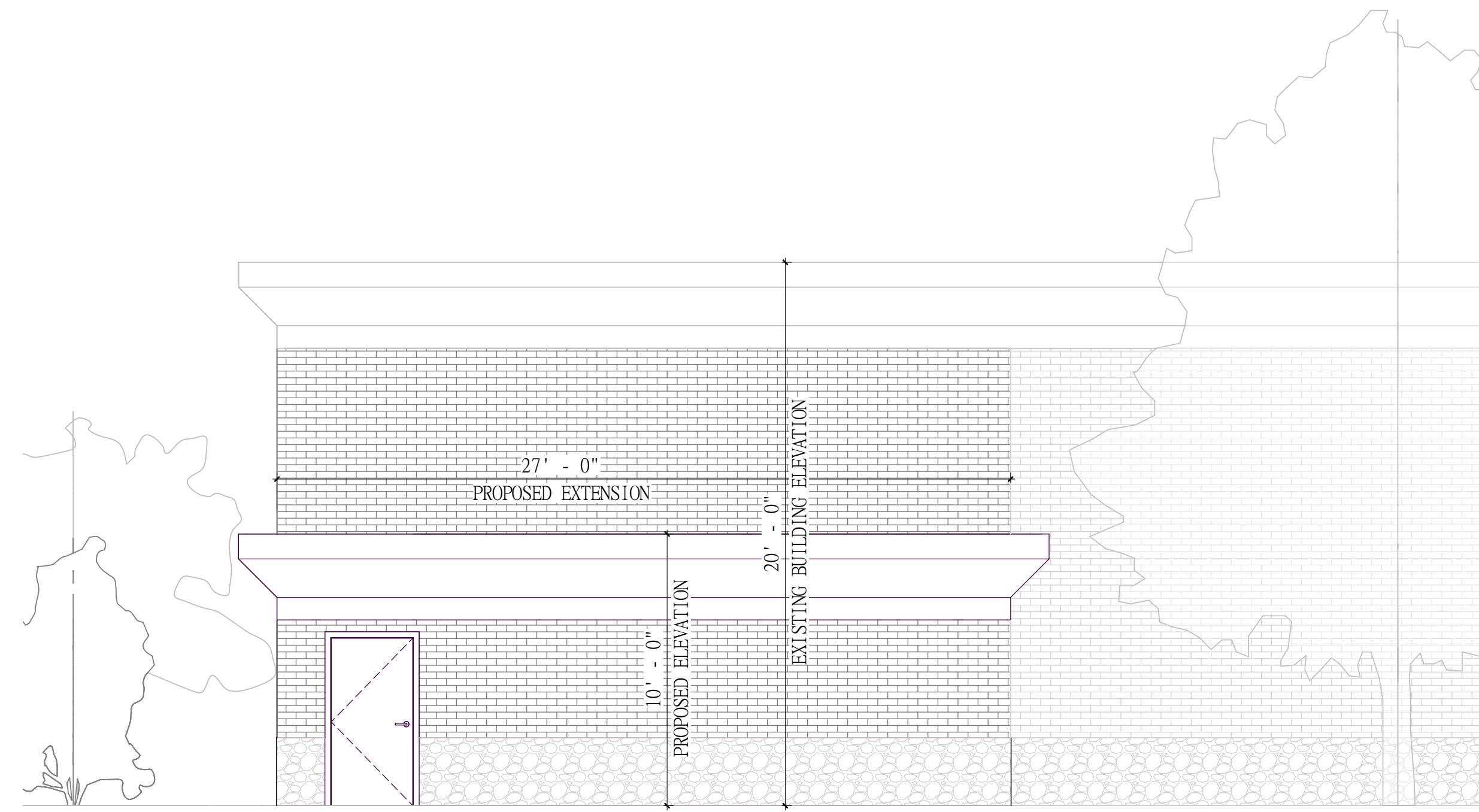
PROJECT NUMBER : --
SCALE : 1/8" = 1'-0"
DRAWN BY : Author
CHECKED BY : Checker
SHEET TITLE:

GROUND FLOOR - PROPOSED

DRAWING NUMBER: **A-2.1**



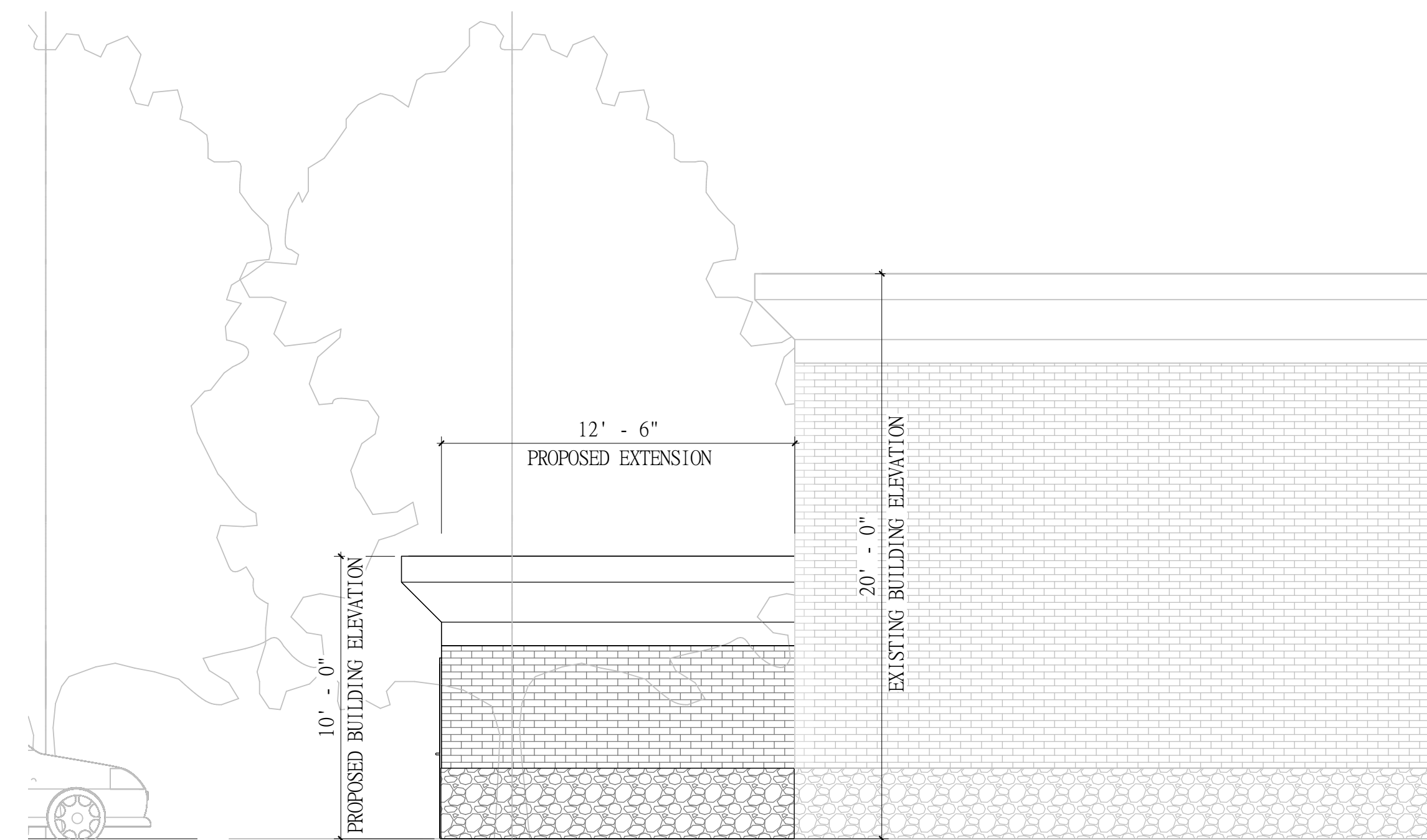
1 FRONT ELEVATION - EXISTING
1/4" = 1'-0"



2 FRONT ELEVATION - PROPOSED
1/4" = 1'-0"



3 SIDE ELEVATION EXISTING
1/4" = 1'-0"



4 SIDE ELEVATION PROPOSED
1/4" = 1'-0"

ISSUE
FOR INTERVIEW ONLY
BID ONLY
PERMITS SET
CONSTRUCTION SET

NO.	DATE	DESCRIPTION

CHUTNEY EXPRESS
LOCATED AT
5215 Windward Pkwy - Building
Alpharetta, GA 30004, USA

SEAL
DATE 09/16/24

PROJECT NUMBER : --
SCALE : 1/4" = 1'-0"
DRAWN BY : Author
CHECKED BY : Checker
SHEET TITLE:

**ELEVATIONS -
EXISTING &
PROPOSED**

DRAWING
NUMBER: **A-3.0**



DESIGN REVIEW BOARD HEARING APPLICATION AND FILING PROCEDURES

UPDATED: October 29, 2024

DEPARTMENT OF COMMUNITY DEVELOPMENT

2 PARK PLAZA
ALPHARETTA, GA 30009
WWW.ALPHARETTA.GA.US

TEL: 678.297.6088
FAX: 678.297.6071

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INSTRUCTIONS AND REQUIRED MATERIALS

The City of Alpharetta Design Review Board Hearing Application has been designed to allow you the ease of completing the form electronically and printing the completed form for submittal. Please note, however, that the form cannot be saved so as to include the information that you input.

Required Materials:

In order to allow the Design Review Board to adequately and effectively understand and consider the nature of your request it is required that certain materials be included with your submittal. These required items are described below along with the type(s) of review for which they would be needed. Submittals not including the appropriate materials, as indicated below, will not be accepted for review.

Site Plan Review

- Legal description of the property

- Site plan(s) showing locations of all site features, including but not limited to
 - Buildings
 - Roads
 - Parking Areas
 - Specimen trees
 - Detention / retention areas
 - Dumpster / refuse locations (screening and materials)
 - HVAC / electrical equipment locations

- Site lighting with photometric drawings and compatibility to neighboring buildings and property

- Retaining wall(s) location and materials

Landscape Review

- Landscape drawing(s) prepared by landscape architect showing locations of all landscape features, including but not limited to
 - Size and type of all plant material; including ground covers
 - Seasonal beds

Signage Review

- Overall site plan drawing indicating locations of ground signs and required setbacks

- Exterior elevations indicating locations of all wall signs

- Individual color drawings of each sign indicated
 - Dimensions
 - Materials
 - Lighting
 - Construction
 - Colors

Exterior Elevation Review

- Colored exterior elevations with materials notes of all facades of the building(s)

- All exterior material and color samples (Shall be brought to the scheduled meeting)

- Provide site line study from the public right of way showing locations of roof-top equipment
 - Vents
 - Satellite dishes
 - Exhaust pipes
 - Antennas

- Locations of building lighting

- Perspective drawings and renderings

Submittal Procedure:

One (1) original plus one (1) copy of a completed Hearing application and supporting documents are to be filed by the deadline dates reflected on the following page. Completed applications received after the deadline dates shall be placed on the next available agenda. All renderings attached to the application must be in color.

An electronic file in Adobe format, containing the entire application; including all documents, plans, and drawings; must be included with the application. Each component of your submittal must be saved as a separate file document (for example, all of your individual documents relating to the Exterior Elevation Review (site plan, site line study, and lighting and material cut sheet) should all be saved into one PDF document.

Any oversized materials may be attached to the original application. All collated sets shall be submitted on paper no greater than 11 inches by 17 inches in size and folded to 8.5 inches x 11 inches. Two (2) sets of all landscape plans shall be submitted full-size.

Drawings submitted must be accurate and labeled.

Technical drawings (i.e., signs, elevations, site plans) must be drawn to scale).

Photos shall be mounted on 8.5 inch by 11-inch paper and labeled.

Presentation materials (including actual materials, sample boards, or mounted drawings) should not be submitted, but brought by the Applicant to the scheduled Design Review Board meeting.

FILING DEADLINES AND MEETING SCHEDULE

Completed applications are accepted only on, or prior to, the dates indicated as filing deadlines and only between the hours of 8:30 a.m. and 3:30 p.m. Applications will not be accepted on any other dates or times. Incomplete applications will not be accepted. All fees must be paid at the time of application.

The Design Review Board convenes at 8:30 a.m. on the meeting dates indicated, and a break will start at 12:00 p.m. and will last until 12:30 p.m. All meetings are held in Council Chambers at Alpharetta City Hall, which is located at 2 Park Plaza.

Filing Deadlines

January 02, 2025

February 03, 2025

March 03, 2025

April 01, 2025

May 01, 2025

June 02, 2025

July 01, 2025

August 01, 2025

September 02, 2025

October 01, 2025

November 03, 2025

December 02, 2025

Meeting Schedule

February 21, 2025

March 21, 2025

April 25, 2025*

May 16, 2025

June 20, 2025

July 18, 2025

August 15, 2025

September 19, 2025

October 17, 2025

November 21, 2025

December 19, 2025

January 16, 2026

CITY OF ALPHARETTA

DESIGN REVIEW BOARD APPLICATION

FOR OFFICE USE ONLY

Case DRB: _____

Fee Paid Initial: _____

For your convenience, this form may be completed electronically and printed upon completion. If you choose to handwrite your responses, please print in a clear, easily legible fashion.

Please complete this form and the submittal package in its entirety. See Page 2 "Instructions and Required Materials" for details. Lastly, verify that all information is true and accurate.

Your completed submittal package should be delivered to:

City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009

NOTE: All applicable fees must be included with the application. Please note that a 3% convenience fee will be added to all credit card transactions. Applications will be accepted only on the dates reflected on the page of this form titled "Filing Deadlines and Meeting Schedule" and only between the hours of 8:30 AM and 3:30 PM.

If you have questions regarding this application or the design review process, please contact [Bret Schroeder](#) by calling 678-297-6088.

Business Name: _____

Location Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Contact for All Notifications: _____

Contact Telephone: _____ - _____ - _____ Mobile Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____ Email: _____

Contact's Relation to Business: _____

This Application For (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Modification to Exterior |
| <input type="checkbox"/> Auxiliary Structure | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Color Selection | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Material Selection | |

Application Fees:

Reveivs \$350.00

Signs Review Only \$175.00

Legal Advertising Requirement \$175.00

Reapplication Fee \$100.00

Readvertising Fee \$175.00 _____

This page will be the first page of your completed submittal packet.

Total Due



CITY OF ALPHARETTA

DESIGN REVIEW BOARD APPLICATION

Property Owner Information:

Property Owner Name: _____

Physical Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Owner Telephone: _____ - _____ - _____ Contact Fax: _____ - _____ - _____

Property Owner Authorization *(Must be completed if the applicant is not the legal owner of the subject property):*

I, the undersigned, do hereby swear and attest, under penalty of law for false swearing, that I am the legal owner, as shown in the records of Fulton County, Georgia, of the property described herein and that I authorize the person identified herein as "Applicant" to act on my behalf in pursuit of this request.

Owner Name (Printed): _____ Date: _____

Owner Signature: _____

Property Information:

Address (If Assigned) : _____

Tax ID or Map Reference Number: _____

Land Lot(s): _____ District: _____ Section: _____

Existing Zoning of Property: _____ Existing Uses of Property: _____

This form is to be executed under oath. I, the person identified herein as "Applicant," do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Design Review Board Application is true and correct and contains no misleading information. I also understand that Design Review Board review and/or approval does not include review or approval for code compliance and that City of Alpharetta site and building plan review staff should be contacted with respect to code compliance issues and permitting procedures.

Applicant Signature: _____ Date: _____

Print Form

DESIGN REVIEW BOARD REVIEW CRITERIA

How will this proposal be visually compatible with the character of the surrounding areas?

In your submittal package, have you included a site line study from the public right of way, which shows the location of rooftop structures? If not, please explain below.

Yes

No

DESIGN REVIEW BOARD REVIEW CRITERIA

Please respond to the following ONLY if your application is within the North Point Overlay.

Explain how your application meets the site design and streetscape standards required for the North Point Overlay. *Site Design and Streetscape standards for the North Point Overlay can be found at this link: [Unified Development Code §2.10.3\(B\)](#).*

Explain how your application meets the fenestration, pedestrian access, building materials, building facade, and building massing standards required for the North Point Overlay.

Building design standards for the North Point Overlay can be found at this link: [Unified Development Code §2.10.8](#).

Describe the type of Civic Spaces and/or Amenity Spaces that your application includes.

Open Space requirements for the North Point Overlay can be found at this link: [Unified Development Code §2.10.10](#).

Please list and describe the Eco District measures that your application includes.

Eco District Measures for the North Point Overlay can be found at this link: [Unified Development Code §2.10.11](#).

DESIGN REVIEW BOARD REVIEW CRITERIA

Please respond to the following ONLY if your application is within the Downtown Overlay.

Which of the following architectural design styles does your application include?

- | | | |
|---|---|---|
| <input type="checkbox"/> Georgian | <input type="checkbox"/> Shingle | <input type="checkbox"/> French Colonial |
| <input type="checkbox"/> Federal / Adam | <input type="checkbox"/> Folk Victorian | <input type="checkbox"/> French Eclectic |
| <input type="checkbox"/> Greek Revival | <input type="checkbox"/> Romanesque | <input type="checkbox"/> French New Traditional |
| <input type="checkbox"/> Neoclassical | <input type="checkbox"/> Italianate | |
| <input type="checkbox"/> Stick | <input type="checkbox"/> Tudor Eclectic | |
| <input type="checkbox"/> Queen Anne | <input type="checkbox"/> Beaux Arts | |

Please review the Downtown Overlay Architectural Style Requirements at this link: [Unified Development Code § 2.8.7\(D\)-\(R\)](#)

Describe how your application meets one (or more) of the above architectural design styles.

Please review the Alpharetta Downtown Design Guidelines at this link: [Alpharetta Downtown Design Guidelines](#)

List how your application aligns with or compliments the Alpharetta Downtown Design Guidelines.



100 N. Main Street Alpharetta, GA

Master Sign Plan

Signage's prime role is commercial identity and branding. Well-designed signage will enhance the pedestrian-oriented character of Downtown and contribute to the activity and vitality of the area.

Signage for 100 N Main should have both a vehicle and pedestrian orientation and scale, artistic quality and unique creative design that reflects the individual character of the building. Signage should complement the architecture of the building and not detract from the overall character of Downtown Alpharetta. Businesses are encouraged to provide individually designed signage that is unique to their project.

The following signage guidelines are intended to compliment regulations set forth within Alpharetta's Unified Development Code (Section 2.6) for development within Downtown. Where the below standards conflict with those stated within the UDC, the following shall prevail.

All signs are subject to the City of Alpharetta Sign Ordinance and must be permitted prior to installation.



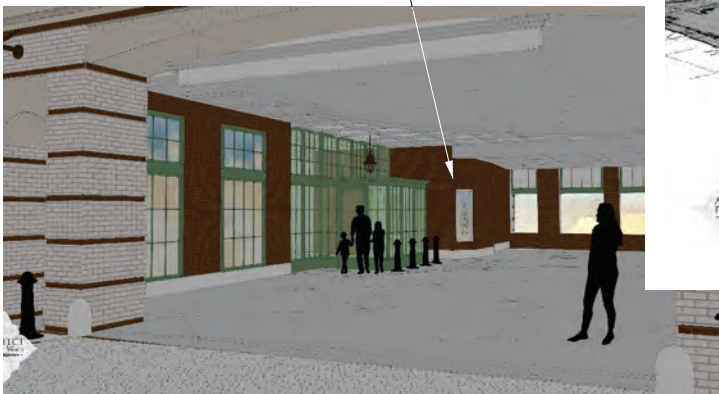
Anchor Tenant ID
Blade Sign
Complimenting building style
(see page 7)

Retail Tenant ID Sign
(see page 4)

Pedestrian Tenant ID
Blade Sign
Complimenting building style
(see page 6)

Painted Tenant
Logo Mural

Non-Illuminated
Directory Sign at Parking
Bay Portico Entry



TENANT ID



Commercial tenant signage shall be located no higher than the spandrel zone between the first and second floors; except a blade sign may extend above this height.

Retail signs to be fabricated pan faces with no taller than 18" high halo-lit channel letters and logos. Tag lines to be adhered dimensional lettering. Individual signs should not use more than three (3) colors, plus a background color. Signage should not utilize more than one (1) color for the primary message.

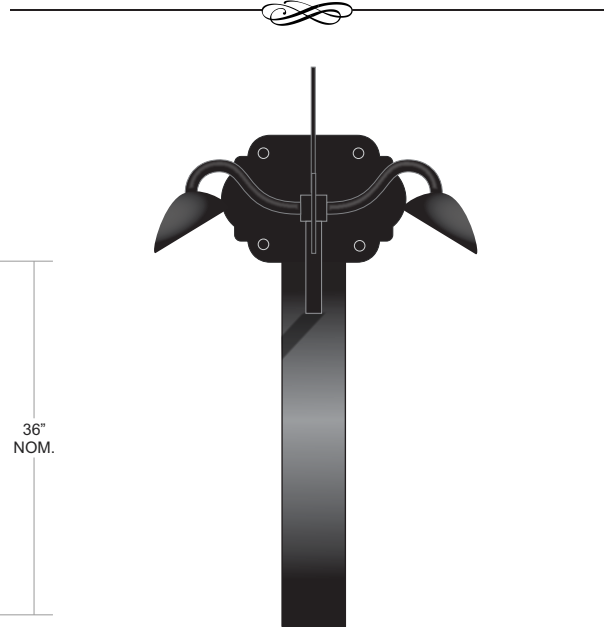
Second floor office tenants may have a stenciled window sign (black, silver, or gold lettering) with a maximum font size of four inches (4") and a maximum area of 15% of the area of glass pane in which it is located.



1 PARTIAL EAST ELEVATION
4.0 SCALE: 3/16" = 1'-0"

PEDESTRIAN - TENANT BLADE ID

Double sided pedestrian blade signs to be fabricated with printed or dimensional graphics and bracket mounted. Option to be externally illuminated with gooseneck lighting. Electrical through bracket and wall to remote junction box inside building. bracket should compliment building style.

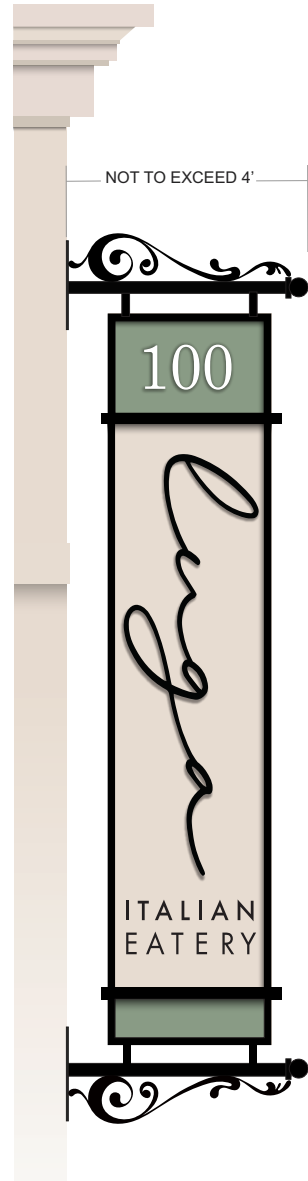


1 PARTIAL EAST ELEVATION
6.0 SCALE: 3/16" = 1'-0"

ANCHOR TENANT - BUILDING BLADE ID



Fabricated Aluminum blade sign to be mounted with steel support and to compliment building style. Double sided tenant ID with options for printed or dimensional graphics .



Other signs that are also compatible with the building's architectural style are encouraged including wall murals, awnings, window and neon (or similar-looking) signage.

Face lit lettering or lighted face lit cabinet signs are prohibited.