



DESIGN REVIEW BOARD
OFFICIAL MINUTES
MARCH 20, 2026

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
8:30 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

Chair Kramer called the workshop to order at 8:31 a.m.

Chair Kramer adjourned the workshop at 9:00 a.m..

3. CALL TO ORDER

Chair Kramer called the meeting to order at 9:00 a.m.

4. ROLL CALL

A. Board Members Present

- Richard Kramer (Chair)
- Frank Schwing (Vice- Chair)
- Pat Corkill
- Holly Palmer
- Richard Owens
- Kim Matherly

B. Staff Members Present

- Bret Schroeder, Code Enforcement Manager
- Joel Carnow, GIS Specialist , Special Projects Planner
- Elle Taylor. Planning & Zoning Coordinator

5. PLEDGE TO THE FLAG

6. ITEMS FROM STAFF

7. ITEMS FROM BOARD MEMBERS

1. DRB Meeting Minutes of February 20. 2026

❖ Board Member Palmer offered a motion to approve.

▪ Board Member Owens seconded the motion.

▪ Motion carried (6-0).

8. PUBLIC HEARING

1. Public Hearing Procedure

Elle Taylor, Planning & Zoning Coordinator read procedure.

2. DRB260003 One Day in Paris 35 Milton Ave

Applicant presented review of exterior improvements.

- Accordion Windows.
- Existing main entrance.
- Soft seating outside.
- Shade sail system.
- Umbrellas.
- System of planters and plants.
- Clearance of 5 ' path.
- Furniture in Alley way to courtyard.
- Location of planters and bollards.
- Presented rendering.
- Accordion doors will match color of existing doors.
- Faux plants against the hostess stand doors.
- Did not have a location plan or samples.
- Lighting.
- Size of Wall Sconces.
- Tan/Beige Awnings.
- Location and maintenance of awnings.
- Blade Sign.
- Gold address letters.
- Evergreen real plants
- Birdcage lantern.
- Consistency in colors of umbrellas and awnings.
- Color pallet.
- Safety of the site.

There was no public comment.

There was discussion from the Board that they liked concept.

- ❖ Vice-Chair Schwing offered a motion to approve the exterior improvements as presented today with the following conditions:

The faux vines, awning, fabric umbrellas, sunshade furniture, fabric, rug and sconces will be reviewed and approved with final approval by Staff, potentially a site review, including a couple of Board Members, at the discretion of Staff.

- Board Member Corkill seconded the motion.
- Board Member Palmer offered a Friendly Amendment that items mentioned in the motion get an annual review by Staff, all the items that were mentioned in the motion as well as faux vines.
- Vice-Chair Schwing Board Member Corkill accepted the Friendly Amendment.
- Motion carried with the Friendly Amendment (6-0).

9. **DRB250039 Portman Residential** 3625 Brookside Pkwy Applicant presented review of exterior updates

- Brookside Village Multi-family Building.
- Previously presented on 12.19.25.
- Seeking Final Approval on the North Elevation as well as design for the multi-family unit dryer and bathroom vents.
- Renderings.
- Scaled down and broke up buildings.
- 3 bay smaller scale row house facades.
- Still using larger length of the building on Brookside Pkwy side.
- Using materials that have already been presented and approved.
- Recessed theme similar to Townhomes.
- Industrial feel windows.
- Active Balconies.
- Proposed intake and Exhaust Vent locations.
- Intake and Exhaust Vent Visualization.
- Vent Color Matching Information and Examples.

There was no public comment.

After discussion from the Board:

- ❖ Vice- Chair Schwing offered a motion to approve the North façade elevation of materials and the proposed venting solution as presented in the motion.
 - Board Member Corkill seconded the motion.
 - Motion carried (6-0).

Chair Kramer called a 5 minute recess at 10:20 a.m.

Chair Kramer reconvened the meeting at 10:25 a.m. .

10. **DRB260002 Mayfair at Haynes Bridge** 340 Jon Scott
Applicant presented review of exterior elevations.

- Site Plan.
- Google Maps Location.
- Color Selections.
- Perspective Rendering.
- Lots 1-17 Proposed Materials.
- Material Palette.
- Showed different Plans & Elevations.

There was discussion:

- City Council required 8 elevations.
 - Condition # 27
 - 4 difference elevations on Lots 1-6.
 - Locations of different elevations.
 - Focus on the homes on the Devore Haynes corner.
 - Topography.
 - Entrance at Jon Scott Drive.
 - All four sides of Elevations.
 - “Oddball plan” is different shaped lot.
 - Materials Board.
 - Need more details and specifics.
 - Materials should be identified on Elevations.
 - Chimneys.
- ❖ Board Member Palmer offered a motion to defer.
 - Board Member Owens seconded the motion.

- Motion carried (6-0).

11. **ADJOURNMENT**

Chair Kramer adjourned the meeting at 11:31 a.m.