

DESIGN REVIEW BOARDS

Development plans for Fulton County's overlay districts are reviewed by Design Review Boards (DRB's). These 5-7 member committees are made up of residents, business owners and/or property owners within specific overlay districts. Members are appointed by the District Commissioner. Currently there are two design review boards: Chattahoochee Hill Country DRB and South Fulton Parkway DRB. Each DRB is charged with reviewing plans for developments within the overlay district for compliance with the standards outlined by the guidelines of the overlay. The DRB makes a recommendation to the Department of Environment and Community Development prior to the approval of concept plans (CHC Overlay only), land disturbance permits, building permits, and sign permits.

DRB FAQ's

What is the Design Review Board?

- An advisory board that reviews applications for their compliance with standards of Fulton County Overlay Districts.

What is the purpose of the Design Review Board?

- The Design Review Board provides a recommendation to the Department of Environment & Community Development (E&CD) prior to issuance of the following permits:
 - Concept Plan (CHC Overlay only), and
 - Land Disturbance Permit (single family exempt in most cases), and
 - Building Permit, and
 - Sign Permit.

Applicants seeking any permit listed above must submit materials to the Design Review Board for review. The Board reviews the projects and provides a written recommendation to the E&CD.

Who are the members of the Design Review Boards?

- Members are residents, business owners and property owners within the boundaries of the specific Overlay district and planning area.
- Members are approved by the District Commissioner.

When, what time, and how often does the Design Review Board meet?

- Each DRB meets at specified locations within the district. All DRB meetings are held at County facilities. Meetings convene between 5:30 and 6:30 pm and may last up to 2 hours.
 - CHC DRB – 2nd Monday of the month. 6:30 pm – Rico Community Center - 6505 Rico Road, Palmetto.
 - South Fulton Pkwy DRB – 1st Thursday of the Month. 6:00 pm – South Service Center - 5600 Stonewall Tell Road, College Park.

Are members paid for their time?

- Members are volunteers and are not reimbursed for time, expenses or mileage.

Who runs the meeting?

- The Board votes for a member to serve as chairperson.
- The Chairperson calls the meeting to order, runs and adjourns each meeting.
- Another member is voted to serve as Vice-Chair.
- The Vice-Chair runs the meetings when the Chairperson is absent.

How does an applicant get on the agenda of a Design Review Board meeting?

- The filing deadline is ten calendar days before the next meeting. Call staff planner for a specific design review board.
- An applicant can come before the Design Review Board for a "courtesy review" before they file an application.
- An applicant shall provide staff with a copy of the application for a concept plan, a land disturbance permit, building permit or sign permit.

How do I get my permit after Design Board Review?

- Design Review Board staff submits the Design Review Board recommendation to the Director of the Department and the appropriate permits staff 3 days after the Design Review Board vote. The written recommendation will also be mailed or e-mailed to the applicant. Development Services Division staff will either start or resume normal review procedures using the recommendation of the Design Review Board.

What happens if a permit does not meet the standards of the Design Review Board?

- If the Overlay District standards are not met, the permit will not be issued.
- If there is a hardship, the applicant will be encouraged to apply for a variance.
- The Design Review Board makes recommendations to the BZA on variance requests to the Overlay Zoning District.

Can the Design Review Board make recommendations outside the standard of the Overlay Zoning Districts?

- The DRBs are advised to only review for overlay standards.
- All other recommendations are advisory and only the standards of the Overlay Zoning District are mandatory.

What are the overlay regulations and where can I find them on the internet?

- Regulations for each overlay are located in Article XII of the Zoning Resolution - Sections A thru M.
- Internet site: <http://www.fultonecd.org/planning/overlay-dist.htm>

DRB Planners

Comprehensive Planning staff members are assigned to assist the DRBs. Staff planners schedule meetings, coordinate DRB agendas and serve as the liaison between the DRB and E&CD.

Chattahoochee Hill Country DRB – Administers the CHC Overlay District
Planner: Michelle Macauley (404) 730-8052/ Michelle.Macauley@fultoncountyga.gov.

South Fulton Parkway DRB – Administers the South Fulton Parkway Overlay District
Planner: Vicki D. Coleman, AICP (404) 730-8025/ VickiD.Coleman@fultoncountyga.gov.