

**PLANNING COMMISSION MEETING  
MUNICIPAL CENTER COUNCIL CHAMBERS  
Tuesday, March 5, 2013**

The regular meeting of the Planning Commission was scheduled and held in the Council Chambers of the Municipal Center on March 5, 2013. Chairman Klevan welcomed everyone and asked the Commission members as well as the audience to please speak into the microphone so they could be heard. Chairman Klevan then called the meeting to order at 6:00 p.m. asking the secretary for the roll.

Ms. Rush called the roll of the Board to establish a quorum:

**Commissioners Present:** Hale Barclay, Alderman Forrest Owens, Dike Bacon, George Hernandez, Mike Harless, David Klevan and Susan Burrow.

**Commissioners Absent:** Steve Wilensky

**Staff Present:** Andy Pouncey, David Harris, Wade Morgan and Pam Rush.

A quorum for tonight's Planning Commission meeting was established. Chairman Klevan announced that item number five on our agenda, the rezoning of Campbell Clinic, has been withdrawn.

---

**1. Approval of Minutes for February 5, 2013**

Chairman Klevan stated for those people who just arrived, tonight's agenda is on the front table. The first order of business is the approval of the minutes for February 5, 2013. If there were no additions, corrections or deletions to the minutes of the February 5, 2013, meeting of the Planning Commission, he would entertain a motion for approval.

Mr. Bacon moved to approve the Planning Commission minutes of February 5, 2013, as submitted, seconded by Mr. Barclay.

Chairman Klevan asked for a roll call.

**Roll Call:** Barclay – yes; Burrow –yes; Hernandez - yes; Wilensky – absent; Bacon – yes; Harless – yes; Owens - yes; Klevan – yes. **The motion was passed**

---

**2. Lot 3, Wolf River Office Park Subdivision, north side of Wolf River Blvd., west of Germantown Rd: Request Preliminary Site Plan Approval**

**BACKGROUND:** The Planning Commission approved a three (3)-lot subdivision for the property on June 1, 2004, and approved a modification to the lot lines on April 4, 2006. The Board of Mayor and Aldermen approved subdivision development contract No. 452 on June 14, 2004. The two existing buildings were approved by the PC on August 3, 2004 (lot 1, 50,000 sq. ft.) and on April 3, 2007 (lot 2, 44,600 sq. ft.).

**DISCUSSION:** Lot 3 has access to Wolf River Blvd. via a right-in / right-out curb cut on the east end of the lot and also to a median opening in Wolf River Blvd via a shared-access driveway on adjacent lot 2. The proposed building will be similar in orientation and design to the existing office building on Lot 2.

<b>DEVELOPMENT INFORMATION</b>	
TOTAL SITE AREA	2.946 ac.
BUILDING SIZE	36,000 sq. ft. floor area
BUILDING FOOT PRINT	18,000 sq. ft.
NUMBER OF PARKING SPACES	180

PERVIOUS/IMPERVIOUS RATIO

25.3/74.7

The subdivision plat and site plan for the adjacent building on lot 2 are attached, which note the access easement across the front of the lot connecting the entrance drives on lots 2 and 3.

**STAFF RECOMMENDATION:** preliminary plan approval, subject to the following comments:

A. PRIOR TO PRELIMINARY SITE PLAN APPROVAL

1. The Fire Truck Access Plan is subject to the approval of the Fire Marshal.
2. Provide documentation showing that the existing sanitary sewer pumps and 2" force main will handle the additional proposed building.

B. PRIOR TO FINAL PLAN APPROVAL

1. Provide an easement for the Greenway path at the northeast corner of the site.
2. Revise the handicap accessible parking spaces to comply with updated ADA requirements.
3. Obtain approval from the Design Review Commission of a variance from the standard 35/65 pervious/impervious surface ratio. The proposed plan calls for a 25/75 ratio.

C. GENERAL COMMENTS

1. All recorded easements shall be shown on the plat. A five (5) foot utility easement is required along all property lines, adjacent to and not within any other easement.
2. All survey data shall be tied to Tennessee State Plane Coordinates and the City of Germantown monumented survey control. The final plat, construction drawings and "as built" plans shall be submitted on electronic media in DXF format.
3. The developer shall enter into a Project Development Contract with the City of Germantown for this project after it has received Final approval from the Design Review Commission.
4. The applicant shall provide proof of TDEC approval for the water system and sanitary sewer system. Contact Bill Hinch with TDEC for information.
5. If approved, all materials shall be specified on the construction plans for the proposed project. The applicant must receive Final Construction Plan approval from the Department of Community Development before the Memphis/Shelby County Office of Construction Code Enforcement may issue a building permit for the project.
6. The applicant is required to include the following formal written statement by a certified and licensed professional engineer to be placed on the grading and drainage plans, signed, dated and sealed:  

I, \_\_\_\_\_, a duly licensed professional engineer in the State of Tennessee, hereby certify that I have designed the drainage in accordance with the Design Standards of the City of Germantown and have considered upstream and downstream conditions that affect drainage to include topography, present and future land use, existing zoning, and location of natural water courses.
7. No owner, developer, or tenant of property within the subdivision shall commit an act, or allow a condition to exist on property within the subdivision, which act or condition endangers life or health, violates the laws of decency, or obstructs or interferes with the reasonable and comfortable use of other property in the vicinity.
8. The Developer agrees to comply with the following requirements, unless otherwise authorized in writing by the City Engineer:
  - (a) All streets shall be kept clear and free of dirt and debris;
  - (b) All construction activity shall begin no earlier than 7:00 a.m. and end no later than 6:00 p.m., Monday thru Saturday, and no construction activity shall be permitted on Sundays; and

- (c) The Developer and Lot Purchasers shall provide the Department of Community Development with the name, address and phone number of person(s) to be contacted and responsible for correcting any of the above should the occasion arise to do so.
9. Total acres disturbed shall be provided. A NOC is required for TDEC for the NPDES, Phase II. The NOC shall be posted on the site at all times and the stormwater reports/documentation/inspections shall be available at all times. The SWPP shall be posted at the site and available. Inspections must be performed by personnel who have completed the Level I – Fundamentals of Erosion Prevention and Sediment Control course.

**ZONING AND ANNEXATION SUBCOMMITTEE REPORT (SUSAN BURROW, CHAIRMAN):**

The subcommittee met on February 20, 2013, and withheld a recommendation on this request.

Mr. Morgan stated we need the subdivision plat to be modified to clearly show the access easement.

Mr. Bacon asked about an easement associated with the western driveway, if the easement actually connects with the street?

Cindy Reaves, Managing Partner with SR Consulting, LLC, 5909 Shelby Oaks Drive, Suite 200, stated we would rerecord the subdivision final plat to address that.

Ms. Burrow moved to recommend preliminary site plan approval of the building on Lot 3 of the Wolf River Office Park Subdivision, subject to staff comments, seconded by Mr. Bacon.

Chairman Klevan asked for a roll call.

**Roll Call:** Barclay – yes; Burrow – yes; Hernandez - yes; Wilensky – absent; Bacon – yes; Harless – yes; Owens - yes; Klevan – yes. **The motion was passed**

- 
3. **Consent Agenda** There was none.
4. Chairman Klevan asked if there was any old business to come before the Commission. There was none.
5. Chairman Klevan asked if there was any new business to come before the Commission.
- Ms. Burrow stated the Economic Development Commission has asked members of the commission to visit businesses to see if their needs have been met by the City and how we can assist them.
6. Chairman Klevan asked if there were any liaison reports. There was none.
7. **ADJOURNMENT:** The meeting adjourned at 6:10 p.m.