

**DESIGN REVIEW COMMISSION  
MUNICIPAL CENTER COUNCIL CHAMBERS**

**Tuesday, May 28, 2013**

**6:00 p.m.**

The regular meeting of the Design Review Commission was scheduled and held in the Council Chambers of the Municipal Center on May 28, 2013. Chairman Saunders called the meeting to order at 6:02 p.m. requesting the roll call. Ms. Regina Gibson called the roll of the Board and established a quorum:

**COMMISSIONERS PRESENT:**

Mr. Keith Saunders, Chairman; Mr. Neil Sherman, Vice Chairman; Mr. Paul Bruns – Secretary; Alderman Greg Marcom; Mr. Ralph Smith; Mr. John Walker; Ms. Robbie Ann Pahlow; Mr. Henry Porter; and Mr. Eric Alter

**DEVELOPMENT STAFF PRESENT:**

Mr. Wade Morgan, Chief Planner; Ms. Regina Gibson, Administrative Secretary and Mr. Robert McLean, Attorney

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**1. Approval of Minutes for April 23, 2013**

Mr. Bruns moved to approve the Design Review Commission minutes of April 23, 2013, seconded by Mr. Sherman, with no further comments or discussions.

**ROLL CALL:** Mr. Walker – Yes; Mr. Alter - Yes; Mr. Bruns – Yes; Alderman Marcom – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Ms. Pahlow – Abstain; Mr. Porter – Yes; Chairman Saunders – Yes.

**MOTION PASSED**

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Comment: The Chairman stated the Commission reviewed the items on tonight's agenda in the Executive Session meeting and the following items were added to the Consent Agenda:

**2. CONSENT AGENDA**

- a. Lot 3, Wolf River Office Park – North Side of Wolf River Boulevard, West of Germantown Road, North of Colonnade Apartments – Request Preliminary and Final Plan Approval.  
Cindy Reaves w/SR Consulting - Representative

Comment: The Chairman stated he would like to remind the Commissioners that voting on all matters on the Consent Agenda constitutes an acknowledgement that the member has read and reviewed the application materials/plans/staff reports and determines further discussion or presentation of an item is not necessary. He stated if there was anyone in the audience that would like an item pulled, please request so at this time, and in seeing none, he asked for a motion.

Mr. Sherman made a motion to approve the Consent Agenda as discussed, seconded by Mr. Alter.

**ROLL CALL:** Mr. Alter – Yes; Mr. Sherman – Yes; Ms. Pahlow – Yes; Alderman Marcom – Yes; Mr. Porter – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Mr. Walker – Yes; Mr. Bruns – Yes; Chairman Saunders - Yes

**MOTION PASSED**

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**STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS**

a. **Lot 3, Wolf River Office Park – North Side of Wolf River Boulevard, West of Germantown Road, North of Colonnade Apartments – Request Preliminary and Final Plan Approval.**

**BACKGROUND:** The Planning Commission approved a three (3)-lot subdivision for the property on June 1, 2004 and the Board of Mayor and Aldermen approved subdivision development contract No. 452 on June 14, 2004. The Planning Commission granted preliminary and final site plan approval for Lot 2 on April 3, 2007. The Design Review Commission granted preliminary and final site plan approval for Lot 2 on April 24, 2007. The preliminary site plan for Lot 3 was approved by the Planning Commission on March 5, 2013; final site plans are on the June 4, 2013 Planning Commission agenda.

**DISCUSSION:** Lot 3 will have access to Wolf River Blvd. via a right-in / right-out curb cut at the east property line and a full access curb cut on adjacent Lot 2. East/west access between Lots 1, 2 and 3 for shared access between the lots is provided by a 24-foot access easement along the front of the lots. The proposed building is to be very similar to the existing building on Lot 2, with the building parallel with Wolf River Boulevard. There will be a retaining wall in the rear of the site (north side) abutting the Germantown Greenway.

**SITE DATA**

Site Area	2.95 Acres (128,328 sq. ft.)
Building Area	36,000 sq. ft.
Parking Required	180 Spaces
Handicap Provided	6 Spaces
Regular Provided	174 Spaces
Lot Coverage	14.03%
Pervious Surface	25.31 % (32,480 sq. ft.)
Impervious Surface	74.69% (95,848 sq. ft.)

**DESIGN REVIEW COMMISSION CHECKLIST:**

1. Site Layout:

The proposed building will be a 36,000 square foot two (2) story medical office building. The building is positioned so that the front elevation is on the south side of the property, fronting Wolf River Blvd. Parking spaces are to be located on all sides of the building. An emergency generator is located near the northwest corner of the building.

2. Building Elevations:

All elevations of the building will consist of the same material. The walls are composed of a dark gray brick masonry veneer with a light buff mortar. The windows will have aluminum frames painted Pueblo Tan. A cast stone band will extend around the entire building just above and below the windows. All doors to the building will be aluminum frames painted Pueblo Tan to match the windows. All glass for the windows will be 1” insulated glass and will be green in color. The mechanical screen on the roof will be a prefinished metal panel painted Pueblo Tan. The south elevation (front entrance) will have a cast stone architectural entrance feature in a curvilinear form. A materials sample board has been provided.

The emergency generator is enclosed in a concrete masonry unit fence with a brick veneer face with a cast stone cap and wooden gates. The brick veneer will match the brick of the building. The wooden gates will be stained and have metal framing and hardware.

3. Street Improvements and Curb Cuts:

A curb cut will be on the north side of Wolf River Boulevard located near the east property line.

4. Parking Lots:

The proposed parking will be on all sides the building and will be perpendicular to the drive isles. The typical parking space is 19'-0" x 9'-6" (180.5 sq. ft.). There will be four (4) handicap parking space on the south side of the building and three (3) on the north side.

5. Exterior Lighting:

A photometric plan has been submitted showing the proposed lighting layout. The lighting plan, as submitted, calls for pole mounted metal halide lighting around the parking lot area. The poles and mounting base will be 23 ft. in total height throughout the site. All pole lights will have either single or double shoebox style 350-watt metal halide lamps. Bollard lights are to spaced along the sidewalk on the front and sides of the building. An average of 2.0 foot-candles will be provided overall, with a maximum of 28.3 foot-candles under the canopy.

6. Garbage Collection Areas:

The garbage collection area is in a dumpster area in the northeast corner of the property.

7. Vents:

All vents are to be hidden from public view and or painted to match the roof.

8. Gas, Electric and Water:

The gas meter, electrical meter, and water meter are not located on the plans. An emergency power generator is located near the northwest corner of the building.  
(See Staff Comment No. 2)

9. Mechanical Units:

Mechanical Unit locations are to be on the roof behind the mechanical screening wall.

10. Landscaping:

The proposed landscape plan is similar to that of the adjacent Lot 2.

11. Mailboxes:

Mail will be delivered to a mailbox outside the building.

12. Building Numbers:

The applicant shall consult with the City of Germantown Fire Marshall regarding the size and locations of building numbers prior to Construction Plan approval.

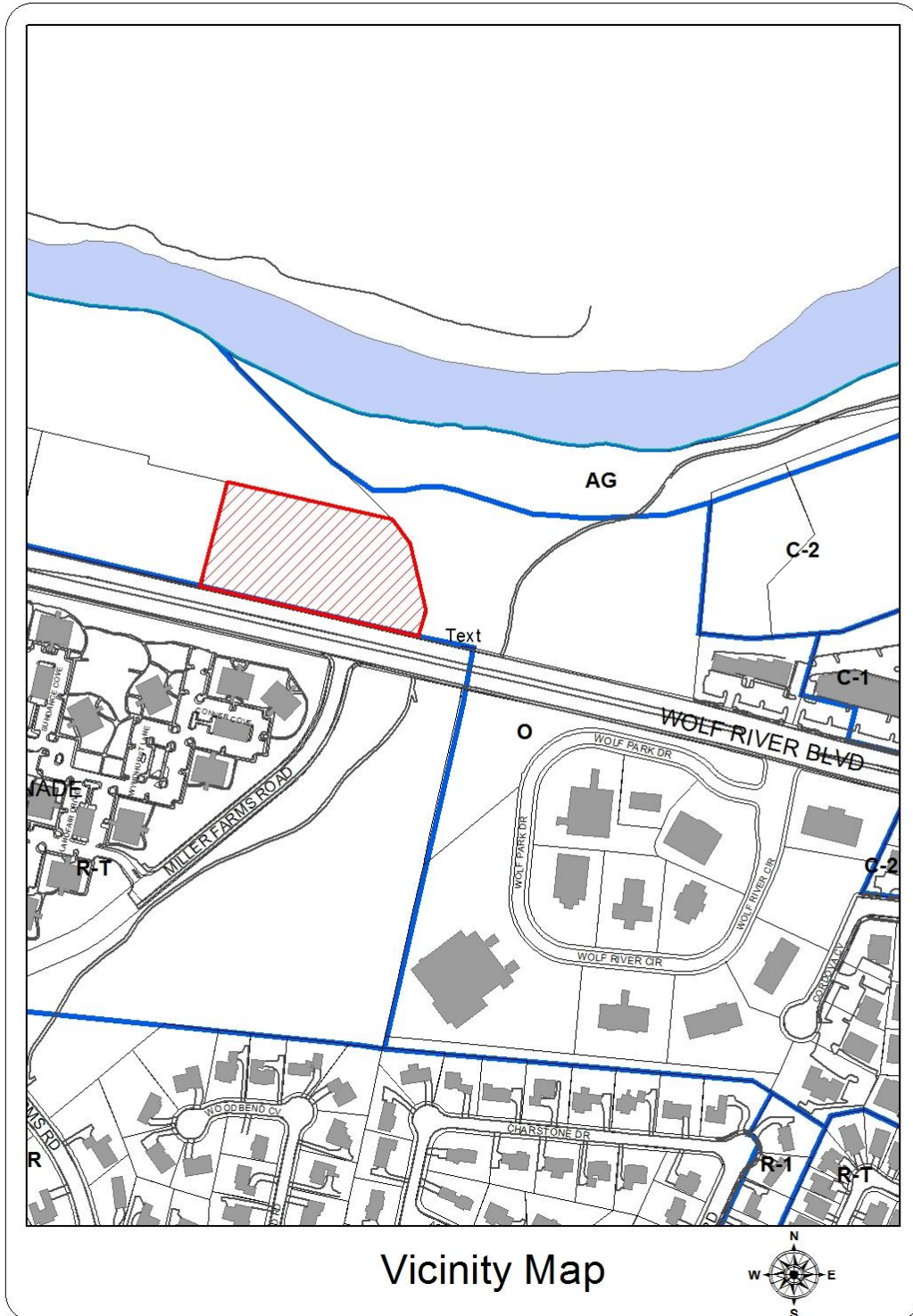
13. Signs:

Any signage that is illustrated on the plans shall be disregarded. The developer shall submit a separate sign application at a future date for any signage.

STAFF COMMENTS:

1. The plan proposes a pervious/impervious ratio of 25.3/77.7%, where the DRC Manual calls for a minimum of 35% pervious space. The adjacent Lot 2 was approved by the DRC with a 25% pervious ratio.
2. The gas meter, electrical meter, and water meter shall be located on the construction plans and landscaped as appropriate. The emergency generator shall be screened with a brick enclosure similar in design to the building.
3. Any approved landscaping must be maintained as approved for the life of the project. An irrigation system shall be provided and shall be shown on the final construction plans, and the system shall be maintained for the life of the project. The backflow preventer must be screened from public view with landscape materials.
4. After final plan approval by Design Review Commission (DRC) the project may proceed to the Board of Mayor and Aldermen (BMA) for development contract approval.

**PROPOSED MOTION:** To grant preliminary and final plan approval for Lot 3, Wolf River Office Park located on the north side of Wolf River Boulevard, west of Germantown Road, and north of the Colonnade Apartments, subject to the comments contained in the staff report.





# CITY OF GERMANTOWN

TENNESSEE 1930 South Germantown Road, Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.ci.germantown.tn.us

## DESIGN REVIEW COMMISSION PROJECT REVIEW APPLICATION

Date: April 2, 2013

Project Name: Wolf River Office Park Lot 3

Project Address: Wolf River Boulevard

Previous Tenant: N/A

Applicant's Name: Cypress Realty Holdings Company

Mailing Address: 700 Colonial Road Suite 100 Memphis, TN 38117

Email Address: pford@cypressfund.com

Telephone: 901-682-7606

Fax Number: 901-682-7992

Zoning District where project (sign or item) is to be located: Office

**Specific Approval requested:**

- Preliminary Plan (Site plan, building elevations, landscaping, lighting, etc.)
  Final Plan
  Change in Use (Complete "OG" Checklist)
- Wireless Transmission Facility
  Landscaping (only)
  Lighting (only)
- Other

**Describe project item(s) to be reviewed:** (please provide additional sheet / letter if needed)

Final Plan approval and to obtain approval of a variance from the standard 35/65 pervious/impervious surface ratio. The proposed plan calls for a 25/75 ratio.

Cindy Reeves  
Print Name of Applicant / Agent

Cindy Reeves  
Signature of Applicant / Agent

*By my signature, I attest that all of the required information associated with this application has been submitted to the Department of Community Development by the scheduled deadline date. Any failure on my part not to submit any of the required information may result in the removal of the application from the agenda.*



Cypress Realty Holdings Company

April 21, 2009

Harvey Matheny  
Kimley-Horn & Associates, Inc.  
3175 Lenox Park Blvd # 200  
Memphis, TN 38115

Re: *Disclosure of Ownership Interest*

Dear Harvey:

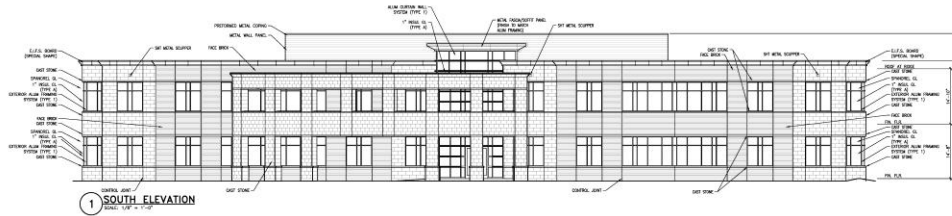
This letter shall serve to confirm that no current or former employee of the City of Germantown, including Aldermen or Mayor have an ownership interest in, or are affiliated with, Cypress Realty Holdings Company II, LLC.

Sincerely,

Joseph W. Jarratt, SIOR, CCIM

JWJ:lam





1 SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"

CYPRESS REALTY HOLDINGS COMPANY

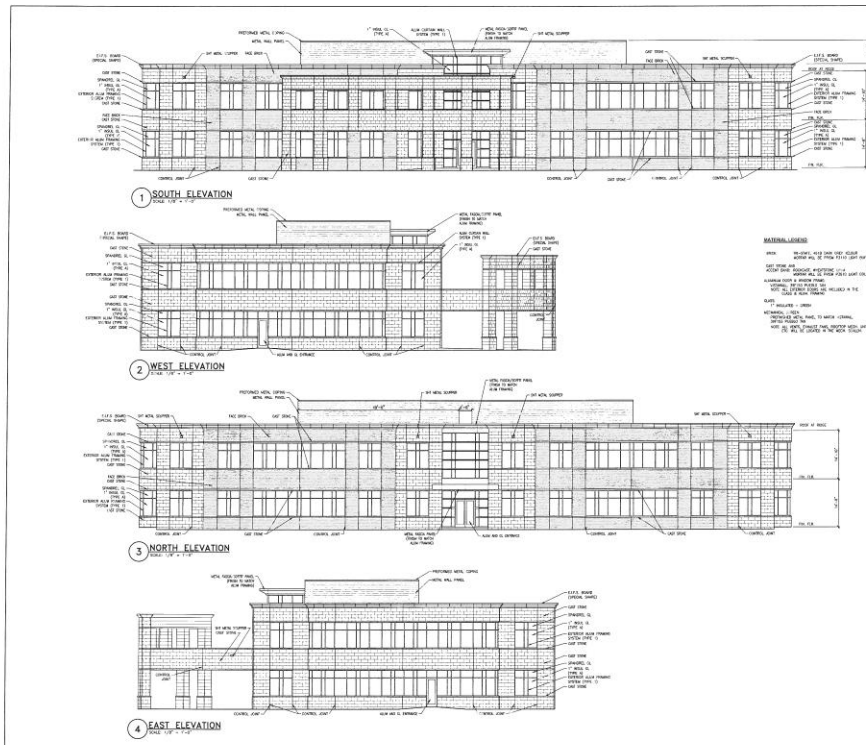
WOLF RIVER MEDICAL ARTS CENTER PHASE III  
WOLF RIVER BLVD. GERMANSTOWN, TN

EXTERIOR ELEVATION

PROGRESS DRAWING  
NOT FOR CONSTRUCTION

**THE CRUMP FIRM, INC.**  
ARCHITECTS AND PLANNERS  
1000 W. MAIN ST., SUITE 200  
MEMPHIS, TN 38103  
PH: 901.522.1000

PROJECT NO. 1717  
DATE: 08/14/2010  
**A3.1**



1 SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"

2 WEST ELEVATION  
SCALE: 1/8" = 1'-0"

3 NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

4 EAST ELEVATION  
SCALE: 1/8" = 1'-0"

**MATERIAL LEGEND**

BRICK: BRICK, 4 IN. SOLID, RED, FLUSH  
CONCRETE: CONCRETE, 4 IN. THICK, LIGHT GRAY  
GLASS: GLASS, CLEAR, 1/2\"/>

CYPRESS REALTY HOLDINGS COMPANY  
MEMPHIS, TN 38103  
PH: 901.522.1000

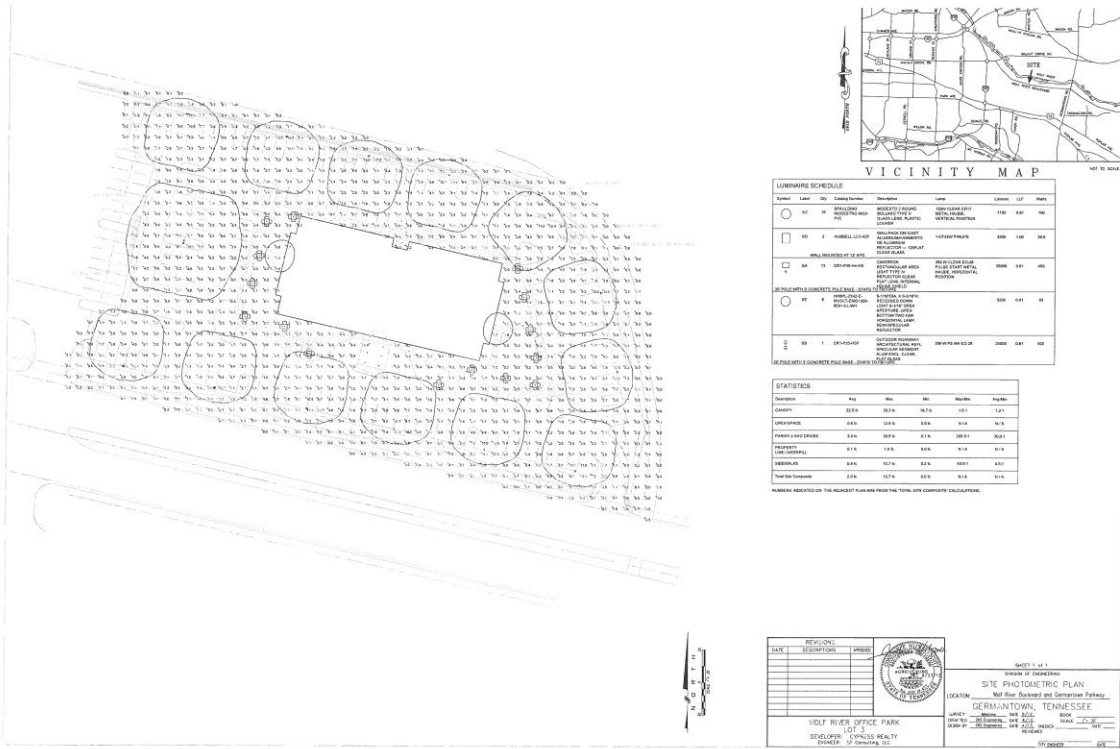
WOLF RIVER MEDICAL ARTS CENTER PHASE III  
WOLF RIVER BLVD. GERMANSTOWN, TN

PROGRESS DRAWING  
NOT FOR CONSTRUCTION

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DATE: 08/14/2010  
**A3.1**





ADJOURNMENT

There being no further business, comments, or questions by the Commission, the Chairman adjourned the meeting at 6:06 p.m.