

**DESIGN REVIEW COMMISSION  
MUNICIPAL CENTER COUNCIL CHAMBERS**

**Tuesday, June 25, 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 June 25, 2013. Chairman Saunders called the meeting to order at 6:03 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; Mr. Henry Porter; and Mr. Eric Alter

**DEVELOPMENT STAFF PRESENT:**

Mr. Andrew Pouncey, Economic and Development Services Director; Mr. Wade Morgan, Chief Planner; Ms. Regina Gibson, Administrative Secretary and Mr. Robert McLean, Attorney

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**1. Approval of Minutes for May 28, 2013**

Mr. Sherman moved to approve the Design Review Commission minutes of May 28, 2013, seconded by Mr. Smith, 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; 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. 7599 Poplar Pike, Cobb Office Building – Request Preliminary and Final Plan Approval for an Addition to the Building.  
Marc Belz - Applicant

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 roll call.

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

Alderman Marcom expressed his appreciation to the building owners for the well maintained grounds, and also for them keeping the integrity of Old Germantown.

**MOTION PASSED**

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

- a. **7599 Poplar Pike, Cobb Office Building – Request Preliminary and Final Plan Approval for an Addition to the Building.**

BACKGROUND: The Design Review Commission approved the conversion of the existing building from a residence to an office on December 22, 1998. It was developed as the Cobb Office Building under development contract 1046.

DISCUSSION: The building is currently used as an office for Ring Enterprises, Inc., a Subway restaurant franchise developer. The owner proposes to construct a 30 ft. by 38 ft. (1,140 sq. ft.) addition on the rear of the building. The plan proposes a conference room of 540 sq. ft., with the remaining space devoted to office space for Business Consultants. The applicant states the exterior material, including roofing, siding, windows and trim, will match the existing structure. Photos of the existing building have been provided, as well as sketches of the proposed elevations.

The applicant requests approval to maintain the existing number of parking spaces. The property has 12 existing parking spaces, which complies with the standard parking requirements for the existing 2,284 sq. ft. building (1 parking space per 200 sq. ft.). The 1,140 sq. ft. addition would require an additional 6 parking spaces at that same ratio. The applicant argues that Ring Enterprises currently employs 9 people, with 7 of them spending a majority of their time in the field. He states that “out of a potential working month of 22 business days, two employees primarily occupy the office for more than ninety percent of the month.”

STAFF COMMENTS:

1. The property is in the OG, Old Germantown District, where the DRC has review/approval authority over development plans and any variances from the standard regulations.
2. There are a substantial number of mature plants in the area of the proposed addition. Prior to approval of a building permit, the applicant shall submit a revised landscape plan, for staff approval, incorporating the addition.
3. For comparison purposes, the T-3 and T-4 (Smart Growth) district regulations require 11 parking spaces for an office building of the proposed size (3 spaces per 1,000 sq. ft.).
4. The applicant has obtained an agreement with Germantown Presbyterian Church to allow overflow parking to use the church parking spaces. Should the use of the building change from its current office use, to the extent that a building permit is required or approval from the City of Germantown is required, additional on-site parking spaces may be required.
5. Plans detailing the roofing material (manufacturer name, style name, and color), siding material, siding and trim paint color and sample and windows (manufacturer and product name, material) shall be provided to staff prior to the issuance of a building permit.

## Scope of Project Letter

**Project Address:** 7599 Poplar Pike, Germantown, TN 38138

**Property Owner:** Ring Enterprises, Inc.

**Property Use:** Office

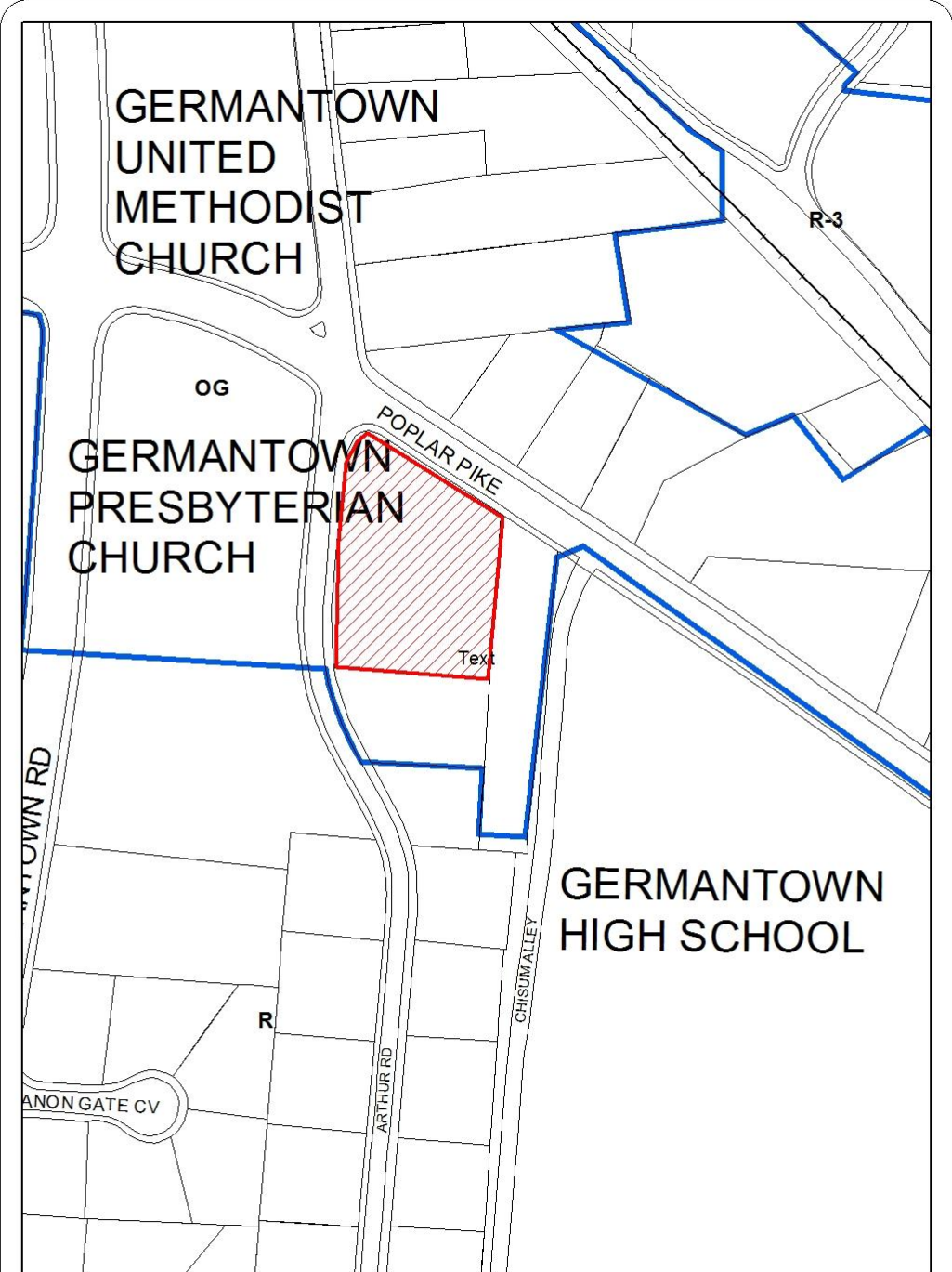
**Scope:** To construct an addition to existing single story, wood frame structure consisting of an exterior footprint of thirty (30) feet by thirty-eight (38) feet. Structure design will be consistent with existing architecture. All materials including roofing, siding, windows and trim will match existing structure. All siding and trim colors will match existing structure.

Also a restroom of ADA compliance design will be constructed in existing structure space.

All construction will be performed according to Shelby County and City of Germantown codes and ordinances.

Job site and property area will be maintained in a neat and orderly manner.

MARC BELZ CONSTRUCTION, INC.



Vicinity Map





**RING ENTERPRISES, INC.**  
7599 POPLAR PIKE  
GERMANTOWN, TN 38138  
(901) 794-7858  
FAX (901) 794-6760

Ring Enterprises, Inc. (REI) is requesting a building permit to add approximately 1140 (30 x 38) square feet to our existing building at 7599 Poplar Pike, Germantown, TN 38138. The current building is a converted home at the corner of Poplar Pike and Old Germantown Road occupying one of the corners that the Germantown Presbyterian and Germantown Methodist Churches share at the light there. The space use for the additional square footage is for larger conference room (30 x 18) and additional office space. This additional square footage will allow REI a better facility to conduct monthly staff meetings and afford a common office area for Business Consultants to interact.

REI is the franchise development company for Subway® Sandwiches and Salads in the Mid-South region. It is a privately held TN corporation and currently employs nine (9) people. Seven of the nine employees are Business Consultants who spend a large majority of their time in the field working with franchise owners and restaurant managers. Two of the seven Business Consultants work out of their homes outside of Shelby County. Out of a potential working month of 22 business days, two employees primarily occupy the office for more than ninety percent of the month. REI currently has 12 designated parking spaces, which represent ample parking for the current staff, and any potential visitors to our building.

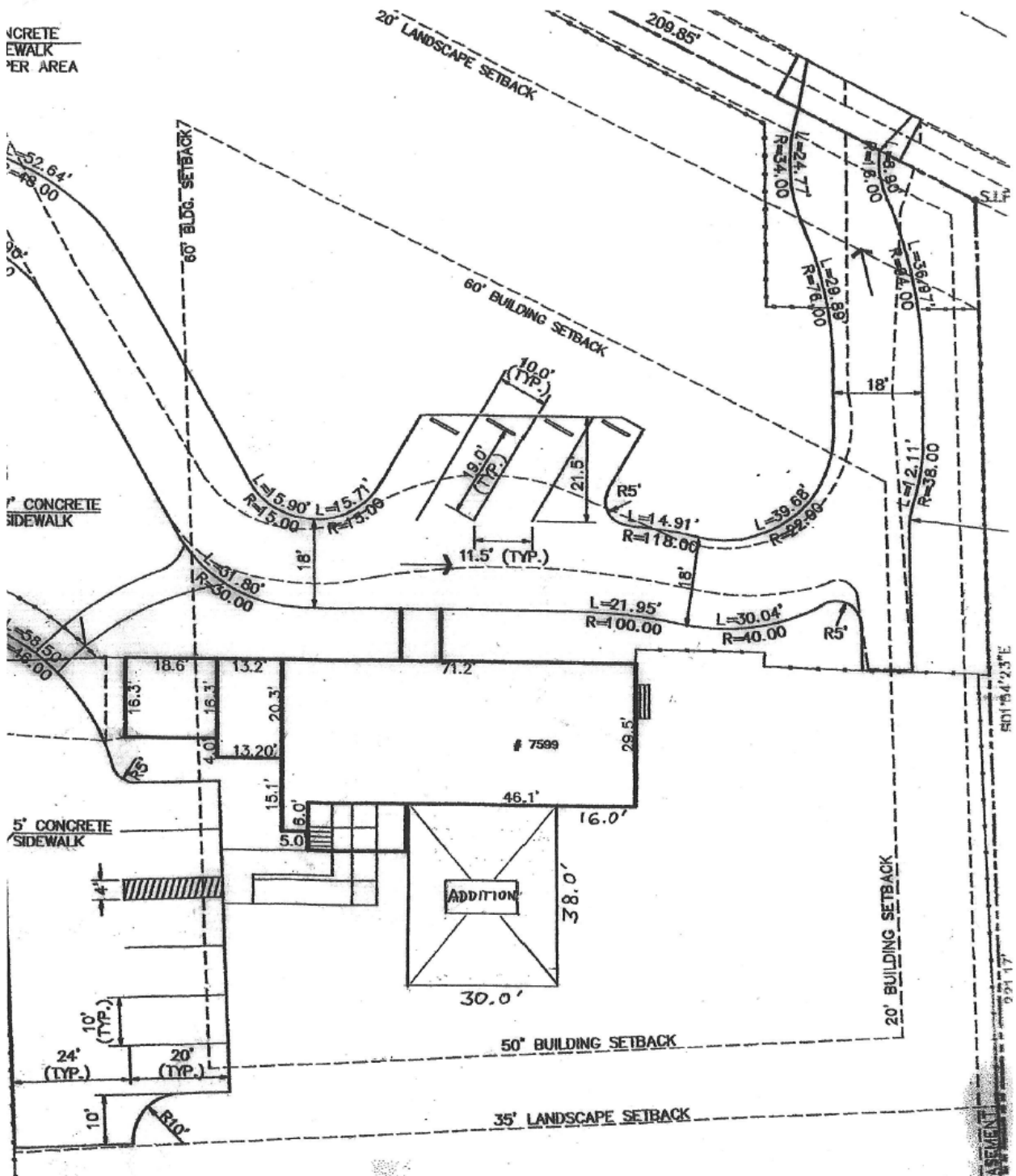
REI has been in the Germantown area for 10 years and we take great pride in the building and its surroundings. We have won the Business Beautification Award several times and with the addition, we will continue to honor an unspoken commitment to maintaining our presence in the heart of Old Germantown.

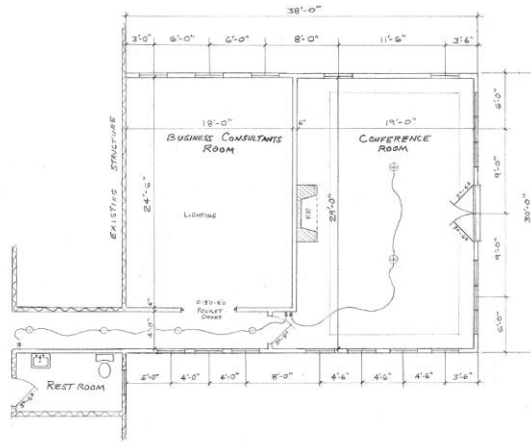






CONCRETE  
SIDEWALK  
PER AREA





- ALL WALLS ARE 2"x6"
- CHANGES EXISTING WALLS
- TOTAL HEATED FLOOR 1073

RWS ENTERPRISES, INC.  
 15791 POLAR PIKE  
 SCALE 3/8" = 1' UNLESS OTHERWISE NOTED

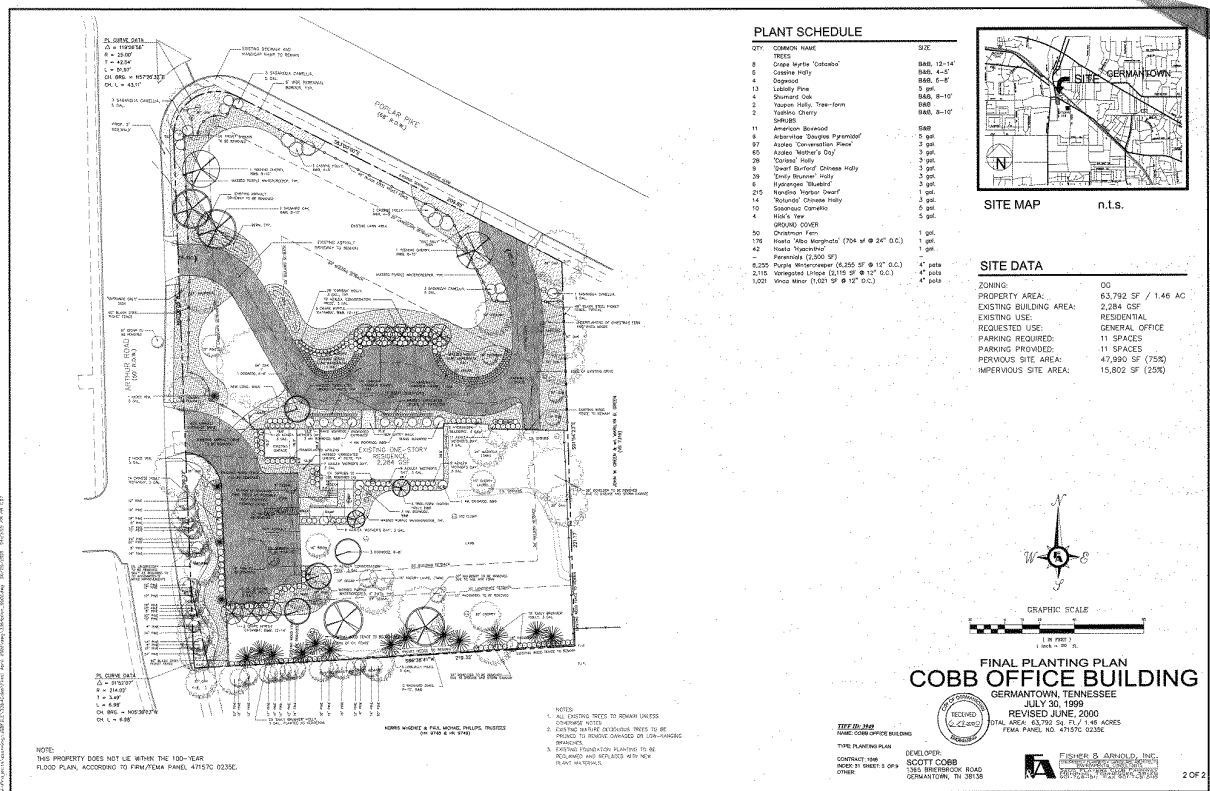
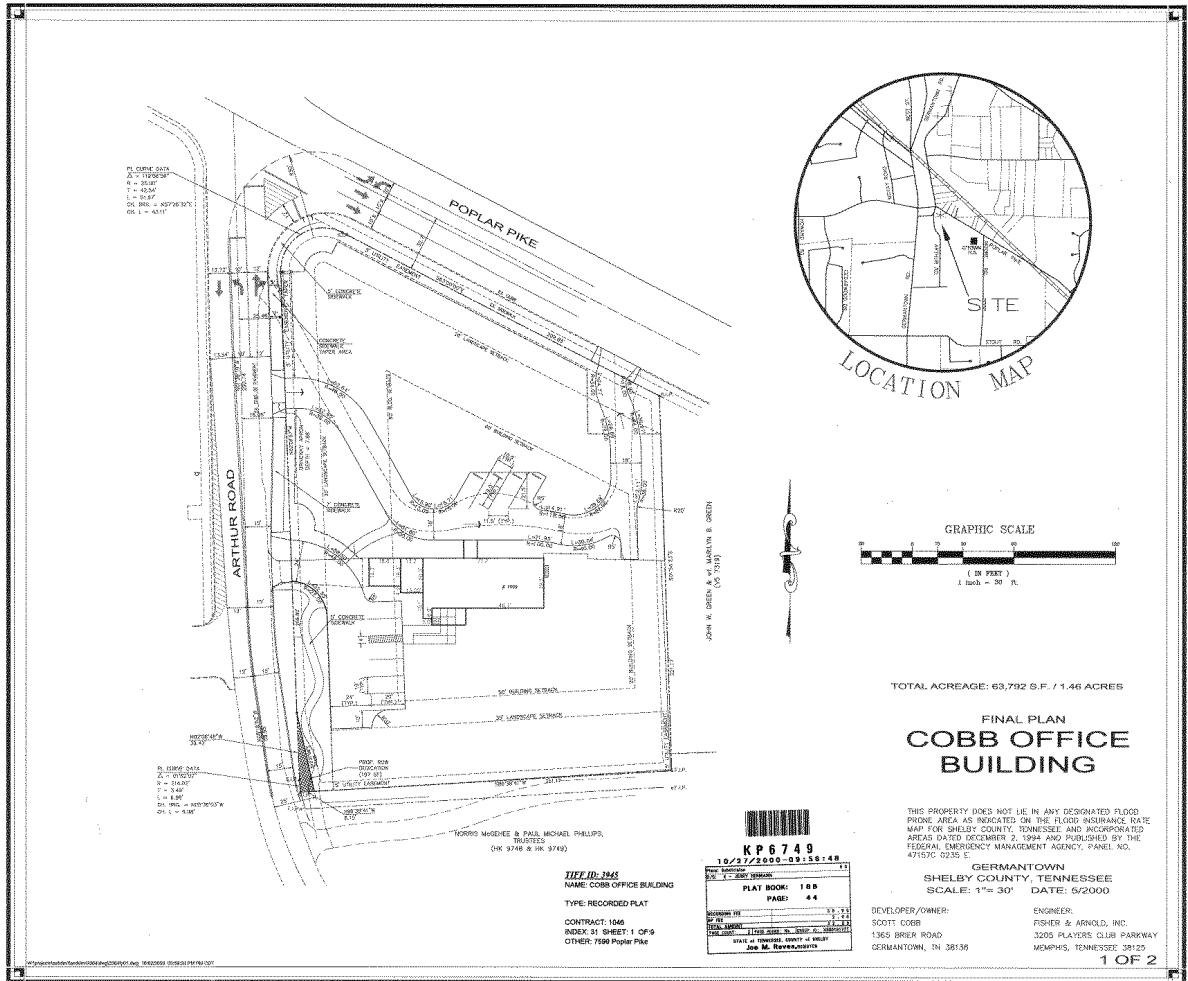


WEST ELEVATION



SOUTH ELEVATION





**PROPOSED MOTION:** To approve a 1,140 square foot addition to the Cobb Office Building at 7599 Poplar Pike, subject to the comments contained in the staff report.

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**3. Baptist Rehabilitation Hospital, East Side of Germantown Rd., North of Wolf River Blvd. (Baptist Memorial Healthcare property) – Request Preliminary and Final Plan Approval.**

**BACKGROUND:** The Planning Commission gave preliminary and final site plan approval on June 3, 2013.

**DISCUSSION:** Baptist Memorial Healthcare is partnering with Centere Healthcare Corp to operate a 49 bed inpatient rehabilitation hospital on this 6.15 acre parcel. Duke Realty Corp. will be responsible for developing the project and will ultimately own both the building and parcel.

	DEVELOPMENT INFORMATION
TOTAL SITE AREA	6.15 ac.
BUILDING SIZE	49 beds
BUILDING FOOT PRINT	34,330 sq. ft.
NUMBER OF PARKING SPACES	130
PERVIOUS/IMPERVIOUS RATIO	35.7/64.3
(20% pervious space required for this property)	

**DESIGN REVIEW COMMISSION CHECKLIST:**

1. Site Layout:
  - a. Building: located in the northeast corner of the lot, adjacent to Nashoba Park Lake. The main entrance will be on the west elevation, the lot does not have direct street frontage, due to the configuration of the subdivision.
  - b. Parking location: located to the west and south of the building.
  - c. Emergency generator is located on the south side of the building, near the loading docks.
2. Building Elevations:

The western elevation will have a canopy over the main entrance to identify it. The elevations are to be constructed of light and dark varieties of brick and EIFS. Consult the elevation plans and color renderings for details. A photograph of exterior materials has been provided.
3. Street Improvements and Curb Cuts:

The site has access to both Germantown Rd. and Wolf River Blvd. via common drives serving the other businesses in the subdivision (Chick-fil-A, Taco Bell, Exxon, Magna Bank, Trust One Bank).
4. Parking Lots:

Parking will be located on 3 sides of the building, with the majority located to the south. Five handicap parking spaces are located on the west side of the building near the main entrance.
5. Exterior Lighting:

A photometric plan has been submitted. An average of 2.37 foot-candles of illumination will be provided overall, with a maximum of 17.3 foot-candles under the canopy.
6. Garbage Collection Areas:

A dumpster is located near the loading dock. A screen wall is to extend to the curb of loading dock drive to improve the screening from the parking area and other buildings.
7. Vents:

Roof-top screen walls are proposed to hide vents and mechanical units.
8. Gas, Electric and Water:

The locations of gas meter, electrical meter, and water meter are not provided on the plans. The water meter is below grade and located in a parking lot island; the gas meter is to be located behind a screen

wall on the west side of the building; and an electric transformer is located on the southwest side of the building behind landscape screening.

9. Mechanical Units:

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

10. Landscaping:

The original subdivision of this property dedicated the land for Nashoba Park, so that an 80% pervious ratio is allowed. The 35.7% greenspace is landscaped with a mixture of trees, shrubs and ground cover. See Comment 1.

11. Mailboxes:

Mail will be delivered inside the building.

12. Building Numbers:

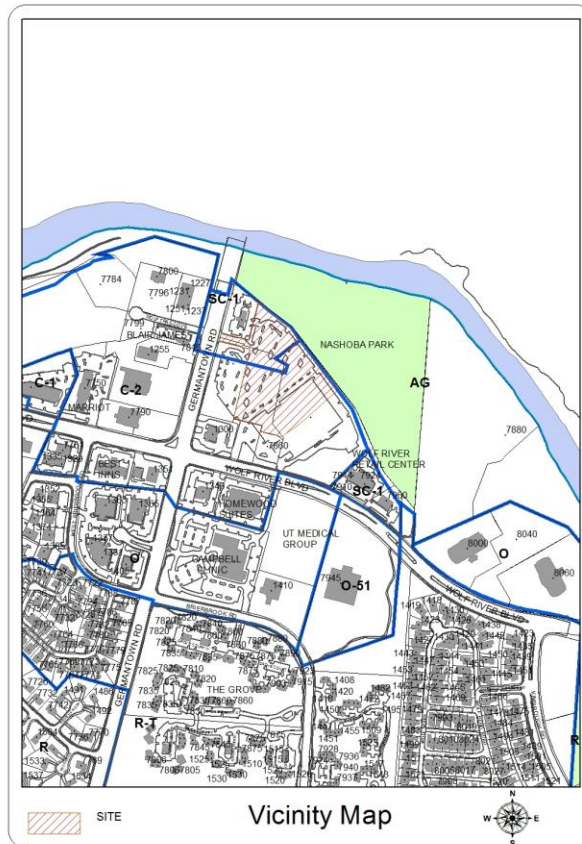
The applicant shall consult with the City of Germantown Fire Marshall regarding the size and locations of building numbers prior to Construction Plan approval.

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 landscape plan refers to container size for some of the material. The landscape plan submitted with the construction drawings shall provide plant size information for all plant material.
2. 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.





# 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: May 30, 2013

Project Name: Baptist Rehabilitation Hospital

Project Address: 1240 S. Germantown Road, Germantown, TN

Previous Tenant: N/A

Applicant's Name: Duke Realty Corporation

Mailing Address: 600 E. 96th Street, Suite 100, Indianapolis, IN 46240

Email Address: blaine.paul@dukerealty.com

Telephone: (317) 808-6609

Fax Number: (317) 808-6797

Zoning District where project (sign or item) is to be located: C-2

### 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)*

Blaine Paul, P.E.

Print Name of Applicant / Agent



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.*

**DISCLOSURE OF OWNERSHIP INTERESTS**

In order to assist staff and appointed and elected officials of the City of Germantown in complying with Ordinances of the City relating to conflicts of interests, the following information is required to be furnished:

1. **For Profit Entities.** If the owner of the land which is the subject of this Application ("Owner") is a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, R.E.I.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner. (If another business entity owns 10% or more of the ownership interests in the Owner, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner: Duke Realty Corporation

Persons or Entities\* Owning  
10% or More of the Ownership  
Interests of the Owner:

Name	Business <u>or</u> Home Address
<u>Duke Realty Corporation</u>	<u>600 E. 96th St., Ste 100, Indianapolis, IN 46240</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# CITY OF GERMANTOWN DESIGN REVIEW COMMISSION CHECKLIST

**SUBMIT THIS CHECKLIST TOGETHER WITH THE APPLICATION FORM AND ALL MATERIAL REQUIRED FOR DESIGN REVIEW COMMISSION REVIEW.**

Applications will not be accepted if all material required is not included with the submittal. Please refer to the Design Review Commission (DRC) Manual for further details. Please check (x) all applicable items.

**Consult the DRC Manual for detailed criteria**

## 1. General Design

### a. Site Layout

**A copy of the site plan reviewed by Planning Commission is located in Tab 3.**

### b. Building Elevations

**Architectural building elevations prepared by Earl Swensson Associates (ESa) are included in Tab 6.**

**A rendering of the proposed building has been included in Tab 5.**

### c. Exterior Materials (Natural appearing and limited number)

**A Material Exhibit has been provided for your review in Tab 5. A physical board will be available at the DRC meeting, sooner if needed.**

#### 1. Material

**The proposed building materials consist of brick, EIFS, shaded glass with aluminum frames, and Arriscraft/cast stone to highlight the front feature wall panel which also acts as a screening device for roof top mechanical equipment.**

**2. Colors (Earth tones and natural materials should predominate; (Primary colors, including white, should be avoided).**

**It has been our intent to select a color scheme for this project that blends into the City of Germantown. We look forward to hearing your thoughts regarding our selected color palette.**

**2. Street Improvements and Curb Cuts: There are no public street improvements or curb cuts onto a public drive associated with this project. Primary access will be provided by the existing access drive to S. Germantown Road. Secondary access will be provided by the existing access drive to Wolf River Boulevard. Please see Tab 3 for the proposed site plan.**

#### a. Curbs, gutters, sidewalks, paving, etc.

**The proposed parking area will consist of curbing at the edge of the paved areas, and to define the interior landscape islands. A connection to the adjacent pedestrian network is being provided at the north end of the property. Sidewalks will also be provided interior to the site to facilitate safe access into the building.**

#### b. Location and width of curb cuts

**Multiple access points are proposed along the west and south sides of the project site. Each access point opens to a private drive. Additionally, each location has been sized to accommodate potential movements by emergency vehicles.**

## 3. Parking Lots

### a. Traffic circulation

**26-ft wide access drives have been proposed throughout the site to support access of cars, emergency vehicles, and delivery trucks.**

- b. Parking layout  
**Please see Tab 3 for the proposed parking layout.**
  - c. Landscaping in Parking Area (no more than 10 consecutive spaces)  
**It has been our intent to meet this requirement and the landscape code in general. Please see Tab 7 for a proposed landscape plan.**
4. Exterior Lighting (parking lot lighting to be directed inwardly)
- a. Location  
**The site will consist of pole mounted light fixtures and light bollards along two pedestrian corridors. The locations are shown on by the Landscape Plan (Tab 7) and on the Lighting Plan (Tab 4).**
  - b. Height  
**All pole mounted fixtures will be installed at height of 25 feet.**
  - c. Style of fixtures  
**The proposed light fixtures will be metal halide technology, shoe box style with a flat lens.**
  - d. Intensity  
**The proposed pole mounted fixtures will be 400 watts. The light bollards will be 116 watts. Additional detail has been provided on the Lighting Plan in Tab 7.**
  - e. Photometric Analysis  
**Please see the Lighting Plan in Tab 7 for the anticipated foot candle levels.**
5. Garbage Collection Areas
- a. Indicate type and location  
**The dumpster area will be screened with a 3-sided masonry structure with a brick veneer on the exterior sides of the walls. The interior blocks will be painted to match the color of the bricks. Gates will also be provided to block views of the dumpster from the loading side.**
  - b. Must be properly screened  
**Our intent is to meet local codes.**
6. Vents (plumbing, heating, etc.), gather together when practical
- a. Hidden from public's view  
**The roof top mechanical equipment is typical to this type of facility. All equipment, and ventilation stacks have been positioned to be located behind louvered aluminum screen walls, or the front feature wall panel of the facility.**
7. Water and Gas Meters
- a. Location  
**The water meter is below grade and located in an oversized parking lot island located due west of the main entry. The gas meter will be located behind the proposed brick screen wall on the west side of the building. See 9. below for electric information.**
  - b. Screening required  
**Our intent is to meet local codes.**
8. Mechanical Units
- a. Location  
**All HVAC units and ventilation stacks are located on the roof. The roof mounted equipment will be screened by a louvered aluminum screen wall.**
  - c. Screening required: **Our intent is to meet local codes.**



9. Electric Meters and Connecting Conduit

- a. Location
- b. Screening required
- c. Underground feed

**A generator will be located on the site behind the brick screen wall proposed on the southwest side of the site. There will also be a below grade fuel tank located in the loading area. An electric transformer is proposed outside the screen wall on the southwest side of the building. This transformer pad will be screened with landscaping. Please see the Site Plan (Tab 3) and the Landscape Plan (Tab 7) for additional information.**

10. Landscaping (a landscape plan is required).

- a. Street trees: **No street trees have been provided. This site does not front along a public corridor.**
- b. Grading to save trees where possible: **There are not many existing trees; however, where possible they have been preserved (11 total).**
- c. Screening as required: **Agreed.**
- d. Planting in parking areas (planting islands required between each group of 10 parking spaces): **Agreed.**
- e. Pedestrian ways and greenstrips: **Agreed.**
- f. Size of plants and trees must be noted on plans: **Please see the Landscape Plan (Tab 7) for a Plant Materials List.**

11. Mail Boxes: **We have discussed mail delivery with the Post Office and it will be delivered internal to the building. No exterior mail facilities are proposed at this time.**

- a. Style: **n/a**
- b. Location: **n/a**

12. Building Numbers (As approved by the City of Germantown Fire Marshall): **Our intent is to discuss this with the Fire Marshall and place the building numbers in an acceptable location.**

13. Signs (A separate application and fee is required)\*: **We anticipate a monument sign and a wall sign being proposed soon; however, due to branding considerations we are not yet able to present a sign package. This will be submitted to the City of Germantown at a later date.**

14. Satellite Dishes: **n/a**

- a. Location
- b. Size
- c. Screen Material

15. Digital Plans: **JPEG files of each plan sheet have been provided on disc.**

16. Stamped, Scaled and Date Plans: **Enclosed in Tabs 3 through 7.**

17. A list of all parties' names and addresses who own at least a 10% share in subject Property: **See attached sheet.**

\* Specific sign requirements are provided in Chapter 14 (Signs) of the Germantown Code of Ordinances. Sign submissions shall include locations and details on all exterior permanent signs; including, but not limited to sign type, size, location, height, content materials, color, lighting and landscaping.

**PROPOSED MOTION:** To grant preliminary and final plan approval for the Baptist Rehabilitation Hospital at 1240 S. Germantown Rd., subject to the comments contained in the staff report.

Alderman Marcom and Mr. Walker recused themselves from this item.

Blaine Paul w/Duke Realty Corp introduced Robbie Sills w/Baptist Memorial; Cleve Haralson w/Centerre Healthcare; Dave Martin and Kyle Edington w/Duke Realty; Jim Schumpert w/The Reaves Firm, and Matt Manning with ESa to the commission and said that they were here to answer any questions the DRC has about this project.

Chairman Saunders explained that they would go through a check list and ask some questions that came up during the executive session. After all questions were addressed, Chairman Saunders called for a motion.

Mr. Bruns moved to grant preliminary and final plan approval for the Baptist Rehabilitation Hospital at 1240 S. Germantown Rd., as discussed and subject to the comments contained in the staff report and seconded by Mr. Sherman.

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

**MOTION PASSED**

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ADJOURNMENT

There being no further business, comments, or questions by the Commission, the Chairman adjourned the meeting at 6:51 p.m.