

**DESIGN REVIEW COMMISSION  
MUNICIPAL CENTER COUNCIL CHAMBERS  
Tuesday, July 28, 2009  
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 July 28, 2009. Chairman Saunders called the meeting to order at 6:00 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. Ralph Smith, Vice Chairman; Ms. Robbie Ann Pahlow, Secretary; Mr. Paul Bruns; Mr. Steve Landwehr; Mr. Parker McCaleb; Mr. Greg Marcom; Mr. Neil Sherman; Alderman Mike Palazzolo.

**DEVELOPMENT STAFF PRESENT:**

Mr. Josh Whitehead, Planning Division Director, Mr. Wade Morgan, Chief Planner; Ms. Katie Graffam, Economic Development Coordinator; Ms. Regina Gibson, Administrative Secretary and Mr. Robert McLean, Attorney.

**1. Approval of Minutes for June 23, 2009**

Mr. Sherman requested a change be made to the minutes to reflect a word being changed from “check” to “checked”. No changes or modifications were made to the minutes as written and a motion was made.

Mr. Bruns moved to approve the Design Review Commission minutes of June 23, 2009, seconded by Mr. McCaleb, with no further comments or discussions.

**ROLL CALL:** Mr. Landwehr – Yes; Mr. Marcom – Yes; Mr. Bruns – Yes; Alderman Palazzolo – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Ms. Pahlow – Yes; Mr. McCaleb – Yes; Chairman Saunders – Abstain

**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. Papa Murphy's Pizza – 7781 Farmington Avenue, Ste. 101 – Request Approval of two Wall-Mounted Tenant Identification Signs  
Chris Haskins - Applicant
- b. Thorpe Construction – 7608 Poplar Pike – Request Approval of a Ground-Mounted Tenant Identification Sign  
Christopher Dubois - Applicant
- c. Dunkin Donuts/Baskin Robbins – 9077 Poplar Avenue, Ste. 106 – Request Approval of two Wall-Mounted Tenant Identification Signs.  
Jason Fortune – Applicant
- d. Investec Realty – 3860 Forest Hill-Irene Road – Request Approval for a 90-Day Renewal of a Temporary Leasing Sign  
Karen Powers – Applicant

- e. Investec Realty – 8000 Wolf River Boulevard – Request Approval for a 90-Day Renewal of a Temporary Leasing Sign  
 Karen Powers – Applicant
- f. Mellow Mushroom – 9155 Poplar Avenue – Request Approval of a Wall-Mounted Tenant Identification Sign  
 Camille Vancil – Applicant

Comment: The Chairman stated he would like to remind the Commissioners that 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 as 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. Smith moved to approve the Consent Agenda, seconded by Mr. Sherman.

**ROLL CALL:** Mr. Bruns – Yes; Ms. Pahlow – Yes; Mr. Landwehr – Yes; Mr. Smith – Yes; Mr. McCaleb – Yes; Alderman Palazzolo – Yes; Mr. Marcum – Yes; Mr. Sherman – Yes; Chairman Saunders – Yes.

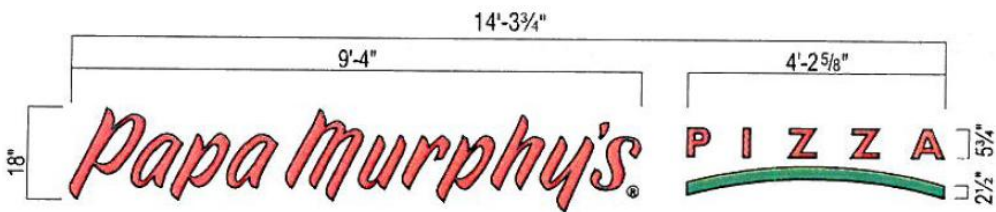
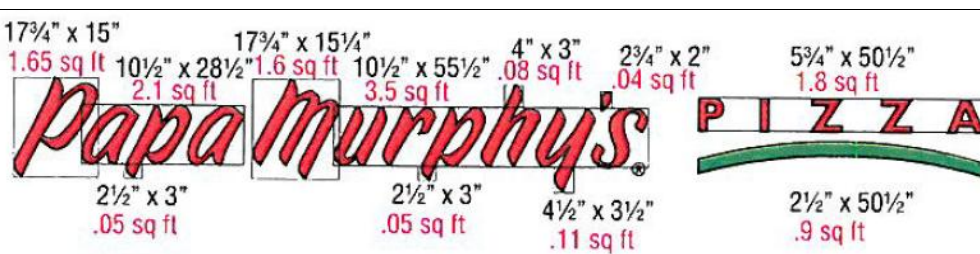
**MOTION PASSED**


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

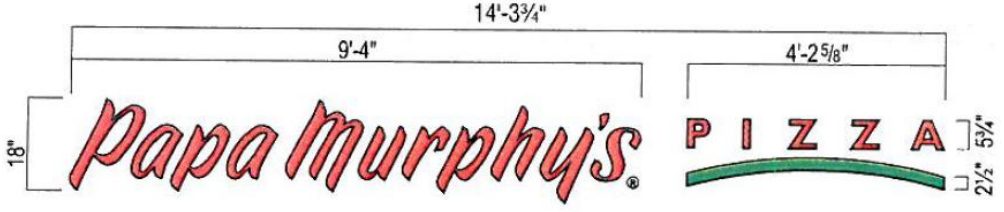
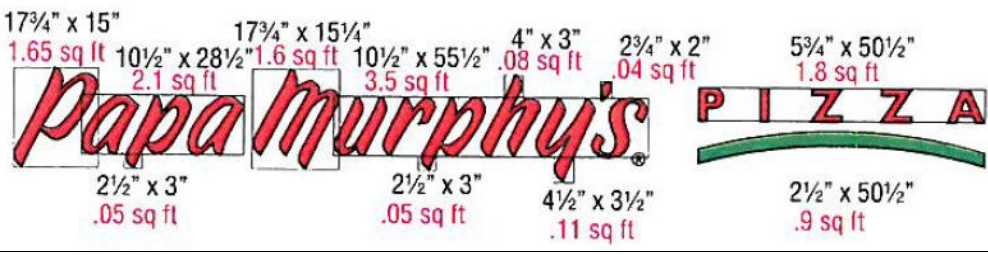

- a. **Papa Murphy's Pizza – 7781 Farmington Avenue, Ste. 101 – Request Approval of two Wall-Mounted Tenant Identification Signs.**

**BACKGROUND:** The tenant will be occupying new construction as part of the Germantown Plaza expansion by Hobby Lobby.

**DISCUSSION:** The applicant is requesting approval of a sign package that includes two (2) wall-mounted tenant identification signs. The specifics of the request are as follows:

<b>SIGN 1:</b>	Farmington – Parallel
<b>Location &amp; Height:</b>	The height of the sign is approximately 12' from the surrounding grade, oriented parallel to Farmington Boulevard.
<b>Message:</b>	
<b>Letter Size:</b>	
<b>Letter Style:</b>	Custom

Sign Area:	11.88 sq. ft.
Colors & Materials:	Letters: Papa Murphy's: Red Pizza: Red w/ Green Underline Background: Existing Materials: Aluminum
Mounting Structure:	Stud mount
Logo:	 2 1/2" x 50 1/2" .9 sq ft
Logo Area:	0.9 sq. ft.
Lighting:	Reverse Channel Letters with White L.E.D.'s
Landscaping:	n/a

<b>SIGN 2:</b>	Farmington – Perpendicular
Location & Height:	The height of the sign is approximately 12' from the surrounding grade, oriented parallel to the western building façade, perpendicular to Farmington Boulevard.
Message:	
Letter Size:	
Letter Style:	Custom
Sign Area:	11.88 sq. ft.
Colors & Materials:	Letters: Papa Murphy's: Red Pizza: Red w/ Green Underline Background: Existing Materials: Aluminum
Mounting Structure:	Stud mount
Logo:	 2 1/2" x 50 1/2" .9 sq ft
Logo Area:	0.9 sq. ft.
Lighting:	Reverse Channel Letters with White L.E.D.'s

Landscaping:	n/a
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Sign Subcommittee Report: The Sign Subcommittee met on July 16, 2009, and recommended this item for the consent agenda.

STAFF COMMENTS:

1. Proposed sign 1 and logo meets all the requirements of the City of Germantown Code of Ordinance concerning signs in the “C-2” General Commercial zoning district. Proposed sign 2 is allowed, but requires specific DRC approval because that wall lacks a public entrance. Both signs’ square footage is less than the maximum allowed.
2. Landlord approval has been obtained by the applicant and is included in the packet that accompanies this report.
3. If approved, the applicant must obtain a permit from the Memphis / Shelby County Office of Code Enforcement prior to installing the signs.


PROPOSED MOTION: To approve the request for two (2) wall-mounted tenant identification signs for Papa Murphy’s Pizza, located at 7781 Farmington Boulevard, Suite 101, subject to staff comments.

**b. Thorpe Construction – 7608 Poplar Pike - – Request Approval of a Groun-Mounted Tenant Identification Sign.**

BACKGROUND: On August 28, 2007, the Design Review Commission approved a request for Change-in-Use from residential to office use of the property. On September 4, 2007, the Planning Commission granted preliminary and final site plan approval. On September 25, 2007, the Design Review Commission granted preliminary and final plan approval. On October 22, 2007, the Board of Mayor and Aldermen approved Project Development Contract Number 1165 for the development of the Thorp Construction Company offices. Thorp Construction converted the building from a single family dwelling to an office in 2008. On September 23, 2008, the DRC approved the existing ground sign, shown in the attached photo.

DISCUSSION: The applicant is requesting approval of a ground-mounted tenant identification sign. The specifics of the request are as follows:

<u>SIGN:</u>	
Location & Height:	The sign and frame are to be 3 ½ feet in height, placed parallel to and set back 30 feet from the curb line of Poplar Pike.
Message:	

Letter Size:	varies, see the above diagram
Letter Style:	Times New Roman, Times New Roman Bold and corporate font (SAS)
Sign Area:	12 sq. ft.
Colors & Materials:	Letters: PMS 300c Blue Background: PMS 2c Warm Gray Materials:
Mounting Structure:	sign will be mounted to wood posts set into ground
Logo:	
Logo Area:	0.61 sq. ft.
Lighting:	one LED floodlight mounted in front of the sign 431 lumens and 8.86 foot-candles at 5 feet
Landscaping:	the sign landscaping has been tied into the building landscaping. Liriope around sign posts with 3 Firepower Nandina in front of lights.

**STAFF COMMENTS:**

4. The proposed sign meets the location, setback, height and sign area requirements for signs in the “O-G” Old Germantown zoning district.
5. A variance is required for the listing of multiple tenants on a sign that is visible from the street. Directory signs listing multiple tenants are permitted in the O-G district, but must be located either behind the main building or within ten feet of the front building line and completely screened from the street.
6. The Firepower Nandinas that are proposed to screen the floodlight shall be a minimum of one foot in height when planted.

If approved, the applicant must obtain a permit from the Memphis / Shelby County Office of Code Enforcement prior to installation of the signs.



**PROPOSED MOTION:** To approve a ground-mounted sign for Thorp Construction/SAS located at 7608 Poplar Pike, subject to staff comments.



**c. Dunkin Donuts/Baskin Robbins – 9077 Poplar Avenue, Ste. 106 – Request Approval of two Wall-Mounted Tenant Identification Signs.**

**BACKGROUND:** The tenant will be occupying the former High Point Coffee space in StoneCreek Center.


**DISCUSSION:** The applicant is requesting approval of a sign package that includes two (2) wall-mounted tenant identification signs. The specifics of the request are as follows:

<b><u>SIGN 1:</u></b>	Baskin Robbins
<b><u>Location &amp; Height:</u></b>	The height of the sign is approximately 20’ from the surrounding grade, oriented on the northern building façade, parallel to Poplar Avenue.

Message:	
Letter Size:	
Letter Style:	Custom
Sign Area:	7.27 sq. ft.
Colors & Materials:	Letters: White Background: Existing Materials: Aluminum
Mounting Structure:	Stud mount
Logo:	n/a
Logo Area:	n/a
Lighting:	Reverse Channel Letters with White L.E.D.'s
Landscaping:	n/a

<u>SIGN 2:</u>	Dunkin Donuts
Location & Height:	The height of the sign is approximately 20' from the surrounding grade, oriented perpendicular to Poplar Avenue, on the eastern façade.
Message:	
Letter Size:	
Letter Style:	Custom
Sign Area:	8.58 sq. ft.
Colors & Materials:	Letters: White Background: Existing Materials: Aluminum
Mounting Structure:	Stud mount



Logo:	
Logo Area:	0.90 sq. ft.
Lighting:	Reverse Channel Letters with White L.E.D.'s
Landscaping:	n/a

Sign Subcommittee Report: The Sign Subcommittee met on July 16, 2009, and recommended this item for the consent agenda.

STAFF COMMENTS:

7. The proposed sign requires a variance from §14-34(c)(1), which states, “wall signs shall have a maximum total sign area of 50 square feet, or one-half square foot for each lineal foot of building wall or lease space on which the sign is erected, whichever results in the smaller sign area. Where frontage is on more than one street, only the signs computed with the frontage of that street shall face that street.” The proposed sign 2 exceeds the allowable 15 sq. ft. area by .85 sq. ft, for a total of 15.85 sq. ft.
8. Proposed sign 2 is allowed, but requires a specific DRC approval because the building lacks a public entry on that side. That side of the building is also the location of their drive-thru service window.
9. The proposed logo meets all the requirements of the City of Germantown Code of Ordinance concerning signs in the “C-2” General Commercial zoning district.
10. Landlord approval has been obtained by the applicant and is included in the packet that accompanies this report.



If approved, the applicant must obtain a permit from the Memphis / Shelby County Office of Code Enforcement prior to installing the signs.

PROPOSED MOTION: To approve the request for two (2) wall-mounted tenant identification signs for Dunkin Donuts/Baskin Robbins, located at 9077 Poplar Avenue, Suite 106, subject to staff comments.

**d. Investec Realty – 3860 Forest Hill-Irene Road – Request Approval for a 90-Day Renewal of a Temporary Leasing Sign.**

BACKGROUND: The applicant was issued a permit on January 30, 2007, for the display of a temporary leasing construction sign at 3860 Forest-Hill Irene Road for a 180-day period through July 28, 2007 (in accordance with the previous ordinance allowing a 6-month display). On October 30, 2007, the sign permit was renewed for an additional 90-day period through May 1, 2008. On July 16, 2008, the sign was renewed again for an additional 90-day period through October 16, 2008. The applicant was notified in mid-March of 2009 by the Code Compliance division that the sign would need to be removed. After discussions with staff, the applicant is requesting a 90-day renewal period based on §14-62(f)(2) of the Sign Ordinance which allows the Design Review Commission (DRC) to renew permits for temporary leasing signs if the building meets the qualifications outlined in the ordinance.

DISCUSSION: The applicant is requesting approval for a 90-day renewal of a temporary leasing sign. The specifics of the request are as follows:

<b>SIGN:</b>	
<b>Location &amp; Height:</b>	The sign will be located 20' from Forest Hill-Irene Road, positioned perpendicular to the roadway. The height of the sign will be approximately 5' above the surrounding grade.
<b>Message:</b>	
<b>Letter Style:</b>	Arial
<b>Sign Area:</b>	20 sq. ft.
<b>Colors &amp; Materials:</b>	Letters: White & Dark Grey Background: Teal & Grey Materials: Wood & Vinyl
<b>Mounting Structure:</b>	Ground-mounted by wooden poles.
<b>Logo:</b>	
<b>Logo Area:</b>	1 sq. ft.
<b>Lighting:</b>	n/a
<b>Landscaping:</b>	n/a

Sign Subcommittee Report: The Sign Subcommittee met on July 16, 2009, and recommended this item for the consent agenda.

**STAFF COMMENTS:**

11. §14-62(f) (2) of the Germantown Sign Ordinance states, “real estate for lease signs shall be removed within 90 days after initial approval. The sign permit may be renewed, after application to and approval by the DRC, for one additional 90-day period, provided the property owner or his agent submits written documentation that the space has not yet been leased or that other space either currently is vacant or will be vacant within 30 days. Subsequent renewals shall be at the discretion of the design review commission, after a showing that: 1) leasable floor area within the building is, or will be within the immediate future, vacant; 2) other means to advertise the leasable area are not effective; and 3) the occupancy rate is, or will be within the immediate future, less than 85 percent. The DRC may approve a maximum of two 90-day renewals during the next 24 months.” The



applicant has submitted a letter in the packet stating the conditions in which the sign satisfies all three (3) requirements.

12. The sign requires a variance from §14-62(e) (2) which states, “real estate signs may advertise the sale, rental or lease of the premises and the identification of agents or company for the same and a telephone number.” The ordinance does not allow for logos.

13. If approved, the sign must be removed by October 29, 2009, at the end of the 90-day period. After the expiration of the 90-day renewal, the sign may not be permitted again until the end of the applicant’s two (2) year period, which is October 30, 2009.

14. If approved, the applicant must obtain a temporary sign permit from the Code Compliance Division of the Department of Economic and Community Development.

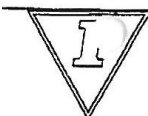
**PROPOSED MOTION:** To approve the request for a 90-day renewal of a temporary leasing sign for Investec Realty, located at 3860 Forest Hill-Irene Boulevard, subject to staff comments.

**e. Investec Realty – 8000 Wolf River Boulevard – Request Approval for a 90-Day Renewal of a Temporary Leasing Sign.**

**BACKGROUND:** The applicant was issued a permit on August 27, 2008, for the display of a temporary leasing sign at the 8000 Wolf River Boulevard for a 90-day period through November 28, 2008. The applicant was notified in mid-March by the Code Compliance division that the sign would need to be removed. After discussions with staff, the applicant is requesting a 90-day renewal period based on §14-62(f)(2) of the Sign Ordinance which allows the Design Review Commission (DRC) to renew permits for temporary leasing signs if the building meets the qualifications outlined in the ordinance.

**DISCUSSION:** The applicant is requesting approval for a 90-day renewal of a temporary leasing sign. The specifics of the request are as follows:

<b>SIGN:</b>	
<b>Location &amp; Height:</b>	The sign will be located 20’ from Wolf River Boulevard, positioned parallel to the roadway. The height of the sign will be approximately 6’ above the surrounding grade.
<b>Message:</b>	<p>Requires a variance from §14-62(e)(2) which states, “real estate signs may advertise the sale, rental or lease of the premises and the identification of agents or company for the same and a telephone number.” The ordinance does not allow logos.</p>
<b>Letter Style:</b>	Arial
<b>Sign Area:</b>	24 sq. ft.

Colors & Materials:	Letters: Teal Background: Black Materials: Wood & Vinyl
Mounting Structure:	Ground-mounted by wooden poles.
Logo:	
Logo Area:	1 sq. ft.
Lighting:	n/a
Landscaping:	n/a

Sign Subcommittee Report: The Sign Subcommittee met on July 16, 2009, and recommended this item for the consent agenda.

**STAFF COMMENTS:**

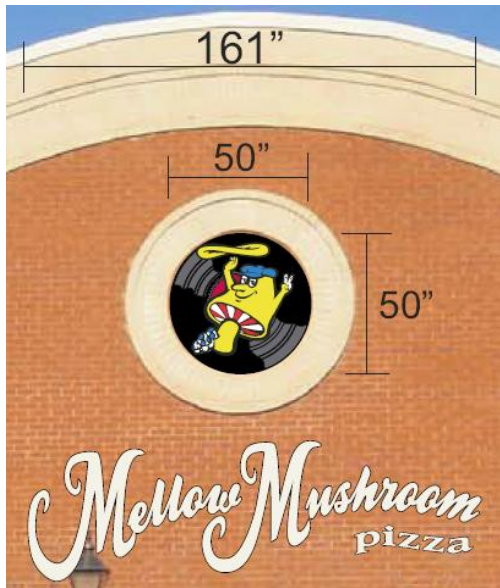
15. §14-62(f) (2) of the Germantown Sign Ordinance states, “real estate for lease signs shall be removed within 90 days after initial approval. The sign permit may be renewed, after application to and approval by the DRC, for one additional 90-day period, provided the property owner or his agent submits written documentation that the space has not yet been leased or that other space either currently is vacant or will be vacant within 30 days. Subsequent renewals shall be at the discretion of the design review commission, after a showing that: 1) leasable floor area within the building is, or will be within the immediate future, vacant; 2) other means to advertise the leasable area are not effective; and 3) the occupancy rate is, or will be within the immediate future, less than 85 percent. The DRC may approve a maximum of two 90-day renewals during the next 24 months.” The applicant has submitted a letter in the packet stating the conditions in which the sign satisfies all three (3) requirements.
16. The sign requires a variance from §14-62(e)(2) which states, “real estate signs may advertise the sale, rental or lease of the premises and the identification of agents or company for the same and a telephone number.” The ordinance does not allow logos.
17. If approved, the sign must be removed by October 29, 2009, at the end of the 90-day period. The applicant is eligible for one (1) additional 90-day renewal by the DRC if the applicant meets all of the requirements at that time. After the second 90-day renewal, the sign may not be permitted again until the end of the applicant’s two (2) year period, which is August 27, 2010.
18. If approved, the applicant must obtain a temporary sign permit from the Code Compliance Division of the Department of Economic and Community Development.

PROPOSED MOTION: To approve the request for a 90-day renewal of a temporary leasing sign for Investec Realty, located at 8000 Wolf River Boulevard, subject to staff comments.


**f. Mellow Mushroom – 9155 Poplar Avenue – Request Approval of a Wall-Mounted Tenant Identification Sign.**

BACKGROUND: The tenant will be occupying a portion of the former Old Navy space in the Shops of Forest Hill.

**DISCUSSION:** The applicant is requesting approval of a wall-mounted tenant identification sign. The specifics of the request are as follows:

<b>SIGN :</b>	
<b>Location &amp; Height:</b>	The height of the sign is approximately 20' from the surrounding grade, oriented parallel to Village Shops Drive.
<b>Message:</b>	

<b>Letter Size:</b>	<b>Letter</b>	<b>Size</b>	<b>Square Footage</b>
	Me	46.8 x 42.5	13.8
	L	17.2 x 7.4	.89
	L	17.2 x 5.7	.68
	O	10.9 x 7.0	.53
	W & part of M	31.7 x 13.5	2.98
	M & ½ U	43.7 x 27.7	8.41
	1/2U & S	13.2 x 11.3	1.04
	H	16.3 x 10.1	1.15
	R	11.8 x 7.4	.61
	O	10.0 x 6.2	.43
	O	10.5 x 6.7	.49
	M	12.8 x 16.0	1.44
P	8.8 x 9.6	.59	
I	7.8 x 5.1	.29	
Z	6.3 x 7.6	.35	
Z	5.9 x 7.8	.32	
A	6.1 x 9.3	.40	
<b>Letter Style:</b>	Custom script		
<b>Sign Area:</b>	Letters: 34.4		
	Logo: 13.63		
	<hr/>		
	Total: 48.03		

Colors & Materials:	Letters: Vanilla Bean Background: Existing Materials: Aluminum
Mounting Structure:	Stud mount
Logo:	
Logo Area:	13.63 sq. ft.
Lighting:	Reverse Channel Letters with White L.E.D.'s
Landscaping:	n/a

Sign Subcommittee Report: The Sign Subcommittee met on July 16, 2009, and recommended this item for approval.

**STAFF COMMENTS:**

19. The proposed sign requires a variance from §14-34(c)(1), which states, “wall signs shall have a maximum total sign area of 50 square feet, or one-half square foot for each lineal foot of building wall or lease space on which the sign is erected, whichever results in the smaller sign area. Where frontage is on more than one street, only the signs computed with the frontage of that street shall face that street.” This sign exceeds the allowable 25 sq. ft. area by 9.4 sq. ft, for a total of 34.4 sq. ft.
20. The proposed logo requires a variance from §14-34(e)(7)b, which states, “All other content of a sign shall, for the purposes of this subsection (e), be considered a logo and the area on the face of the sign that may be covered by a logo shall not exceed ten percent of the allowable sign area; provided, however, that any border of a sign that is considered by the design review commission to be in proportion to the size of a sign shall not be considered to be a logo or part thereof for the purpose of this subsection (e).” The logo exceeds the allowable 2.5 sq. ft. area by 11.13 sq. ft., for a total of 13.63 sq. ft.
21. The proposed logo of a record utilizes an existing decorative element of the building.
22. Landlord approval has been obtained by the applicant and is included in the packet that accompanies this report.
23. If approved, the applicant must obtain a permit from the Memphis / Shelby County Office of Code Enforcement prior to installing the signs.


PROPOSED MOTION: To approve the request for a wall-mounted tenant identification sign for Mellow Mushroom, located at 9155 Poplar Avenue, subject to staff comments.

**END CONSENT AGENDA**

**1. Crye-Leike Plaza – 3030 Forest Hill-Irene Road – Request Approval for a 90-Day Renewal of a Temporary Leasing Sign.**

**BACKGROUND:** The applicant was issued a permit on September 21, 2007, for the display of a temporary leasing construction sign at Crye-Leike Plaza for a 180-day period through March 31, 2008 (in accordance with the previous ordinance allowing a 6-month display). On September 3, 2008, the sign permit was renewed for an additional 90-day period through December 10, 2008. The applicant was notified in mid-March of 2009 by the Code Compliance division that the sign would need to be removed. After discussions with staff, the applicant is requesting a 90-day renewal period based on §14-62(f)(2) of the Sign Ordinance which allows the Design Review Commission (DRC) to renew permits for temporary leasing signs if the building meets the qualifications outlined in the ordinance. The applicant applied for approval at the May DRC meeting, but was denied after not attending the meeting. They have, however, made all of the requested changes by the DRC.

**DISCUSSION:** The applicant is requesting approval for a 90-day renewal of a temporary leasing sign. The specifics of the request are as follows:

<b><u>SIGN:</u></b>	
<b>Location &amp; Height:</b>	The sign will be located 13' from Forest Hill-Irene Road on the northern end of the property, positioned perpendicular to the roadway. The height of the sign will be approximately 6' above the surrounding grade.
<b>Message:</b>	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Requires a variance from §14-62(e)(2) which states, “real estate signs may advertise the sale, rental or lease of the premises and the identification of agents or company for the same and a telephone number.” The ordinance does not allow web addresses.</p> </div> </div>
<b>Letter Style:</b>	Arial
<b>Sign Area:</b>	16 sq. ft.
<b>Colors &amp; Materials:</b>	Letters: Red and White Background: Contrast Red and White Materials: Wood & Vinyl
<b>Mounting Structure:</b>	Ground-mounted by wooden poles.
<b>Logo:</b>	n/a
<b>Logo Area:</b>	n/a
<b>Lighting:</b>	n/a

<b>Landscaping:</b>	n/a
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**Sign Subcommittee Report:** The Sign Subcommittee met on July 16, 2009, and recommended this item for the consent agenda.

**STAFF COMMENTS:**

24. §14-62(f)(2) of the Germantown Sign Ordinance states, “real estate for lease signs shall be removed within 90 days after initial approval. The sign permit may be renewed, after application to and approval by the DRC, for one additional 90-day period, provided the property owner or his agent submits written documentation that the space has not yet been leased or that other space either currently is vacant or will be vacant within 30 days. Subsequent renewals shall be at the discretion of the design review commission, after a showing that: 1) leasable floor area within the building is, or will be within the immediate future, vacant; 2) other means to advertise the leasable area are not effective; and 3) the occupancy rate is, or will be within the immediate future, less than 85 percent. The DRC may approve a maximum of two 90-day renewals during the next 24 months.” The applicant has submitted a letter in the packet stating the conditions in which the sign satisfies all three (3) requirements.
25. The sign requires a variance from §14-62(e) (2) which states, “real estate signs may advertise the sale, rental or lease of the premises and the identification of agents or company for the same and a telephone number.” The ordinance does not allow web addresses.
26. If approved, the sign must be removed by October 29, 2009, at the end of the 90-day period. The sign may not be permitted again until the end of the applicant’s two (2) year period, which is April 15, 2010.
27. If approved, the applicant must obtain a temporary sign permit from the Code Compliance Division of the Department of Economic and Community Development.

**PROPOSED MOTION:** To approve the request for a 90-day renewal of a temporary leasing sign for Crye-Leike, located at 3030 Forest-Hill Irene Road, subject to staff comments.

Ms. Michele Harris w/Crye Leike Property Management, requested that the board allow her company to post an additional phone number on the sign and feels that it would greatly help them in renting out the 9,640 sq. ft. they still have for lease.

After much discussion, the board explained that they have already bent over backwards to help our commercial tenants by allowing them to post signs on the building and to post their web address on the sign in addition to their office number. To do anymore than this would be opening up problems for the City in the future.

There was no opposition to this application and no further comments. The Chairman asked for a motion.

Mr. Marcom moved to approve as submitted, seconded by Alderman Palazzolo.

**ROLLCALL:** Alderman Palazzolo – Yes; Mr. Marcom – Yes; Ms. Pahlow – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Mr. Bruns – Yes; Mr. McCaleb – Yes; Mr. Landwehr – 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 6:20 p.m.